



OFFICIAL

King-Chavez-Parks (KCP) Initiative Future Faculty Fellowship (FFF) Program Handbook

Effective October 1, 2022

Prepared By:
Talent Development Division

Special Programs Section - FFF



State of Michigan
Department of Labor and Economic Opportunity
Workforce Development (LEO-WD)
King•Chávez•Parks (KCP) Initiative



Future Faculty Fellowship (FFF) Program Handbook

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The Michigan Legislature determines funding of the FFF Program through the annual Higher Education Appropriations legislative process. The KCP Initiative Office provides oversight and technical assistance for the KCP FFF Program. Funds are disbursed directly to the fifteen public universities who administer it in a manner prescribed by WD. All funds and expenditures are subject to monitoring by WD and audit by the Office of the Auditor General. The FFF program year begins on October 1 and ends on September 30.

The guidelines and reporting responsibilities in this handbook assist the FFF recipients in implementing successful programs. The policies and procedures have been approved by WD.

Questions can be directed to Christel M Smith, Departmental Analyst – Special Programs, at 517-643-6076 or leo-futurefaculty@michigan.gov.

The KCP Initiative Office mailing address follows:

KCP Initiative – FFF Program
Workforce Development
Michigan Department of Labor and Economic Opportunity
P O Box 30805
Lansing, MI 48909

FFF Program Handbook

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SECTION 1: LEGISLATIVE DIRECTIVE AND PROGRAM DESCRIPTION

Program Description

The Future Faculty Fellowship (FFF) Program was created by the Michigan State Legislature in 1986 as part of the larger King-Chavez-Parks (KCP) Initiative, designed to stem the downward spiral of college graduation rates for students underrepresented in postsecondary education. The purpose of the FFF Program is to increase the pool of academically or economically disadvantaged candidates pursuing faculty teaching careers in postsecondary education. Preference may not be given to applicants based on race, color, ethnicity, gender, or national origin. Universities should encourage applicants who would otherwise not adequately be represented in the graduate student and faculty populations to apply. (Refer to Section 2.2: Fellow Eligibility and Selection.)

FFF recipients are required, by signed agreement, to pursue and obtain a master's or doctoral degree at one of the fifteen public universities in Michigan. FFF recipients are also obligated to obtain a postsecondary faculty teaching or approved administrative position at a public or private, 2- or 4-year, in-state or out-of-state postsecondary institution and remain in that position for up to three years equivalent full-time, dependent upon the amount of the Fellowship Award. Fellows who do not fulfill the obligations of their Fellowship Agreement may be placed in default, which results in the Fellowship converting to a loan, referred to as a KCP Loan, that the Fellow repays to the State of Michigan.

SECTION 2: POLICIES AND PROCEDURES

These policies and procedures for the KCP FFF Program shall remain in effect for all subsequent Public Acts unless rescinded or amended.

SECTION 2.1: ACCOUNTING AND BUDGET

- A. **Fiscal/Program Year** – The State of Michigan fiscal year and the FFF program year begin October 1 and end September 30.
- B. **Disbursements** – The FFF Program Representative will determine an award disbursement schedule for each Fellow. The award may also be disbursed in one lump sum.
 - 1. Disbursements may not begin until after the signed Fellowship Agreement has been received, uploaded, and approved in the KCP online system by the KCP Initiative Office.
 - 2. The total FFF Award(s) amount must be disbursed prior to degree conferral. Awards may only be reduced under certain circumstances and must be approved by the KCP Initiative Office. (Refer to Section 2.3: FFF Awards & Agreements).

SECTION 2.2: FFF AWARDS AND AGREEMENTS

- A. The FFF Award maximum for a master's level Fellow is \$20,000.00 and for a doctoral Fellow is \$35,000.00. **Universities may establish award amounts at levels lower than the allowable maximum.**

1. If awarded, the fellows must accept the terms of the Service Credit Guidelines and electronically sign the Fellowship Agreement through the Future Faculty Fellowship online system.
- B. A Fellow whose FFF Award was less than the current allowable maximum under that degree level **may reapply for an Award Expansion during a subsequent program year**, so long as the Fellow is still in pursuit of the agreed-upon degree and still meets all eligibility criteria. Expanded funds are not guaranteed.

The newly signed Agreement will reflect the original award and expanded award separately. The terms of the new Agreement supersede the previous, though both are maintained in the record. The signature date of the previously signed Agreement will continue to be the established contract signature date in the KCP online system, used to determine the degree deadline.

- C. If a Fellow has a legal name change, name change documentation should be submitted through the new Future Faculty Fellowship system within 30 days.
- D. An FFF Award may only be reduced in the following situations:
 1. A Fellow voluntarily chooses to have their Fellowship Award reduced. They have submitted to the university and the KCP Initiative Office a signed and dated statement that includes the amount of the award that they are declining.
 2. The Fellow has defaulted, and the university has lost contact with a Fellow to make the final disbursement or request a declination statement. The university has documented multiple methods of unsuccessful contact during a reasonable amount of time.
 3. A university provides documentation to the KCP Initiative that the Fellow has violated a university policy that resulted in the nullification of remaining financial aid. (This may include an instance in which the student has met or exceeded the university's maximum allowable financial aid.)
 4. The Fellow has defaulted on the Agreement as the result of "conduct which is a felony or other serious criminal act, or which involves fraud or false representation."

SECTION 2.3: FFF AWARD OBLIGATIONS

The section that follows details the award obligations for FFF Agreements signed during **this program year**. As contract language may change, consult the Agreement uploaded in the KCP online system or hardcopy in the Fellow's file for Agreements signed during previous program years.

- A. Each FFF Doctoral Award Fellow agrees:
 1. To pursue and obtain the agreed upon doctoral degree at a Michigan postsecondary institution within eight calendar years of signing the Agreement and to ensure that the KCP Initiative Office is provided with written evidence of degree obtainment.
 2. To maintain good academic standing at the university, as defined by the institution.
 3. To not accept a second KCP Initiative FFF Award.

4. To begin part- or full-time faculty teaching or an approved administrative position at an accredited public or private, two- or four- year postsecondary institution, in-state or out-of-state, within one calendar year after conferral of the doctoral degree.
5. That the service obligation shall be determined by the total amount of the FFF Award(s) as outlined below:
 - a. Up to \$11,667.00 of a doctoral award result in a **1-year** equivalent full-time service commitment.
 - b. \$11,668.00 to \$17,502.00 of a doctoral award result in a **1.5-year** equivalent full-time service commitment.
 - c. \$17,503.00 to 23,334.00 of a doctoral award result in a **2-year** equivalent full-time service commitment.
 - d. \$23,335.00 to \$29,167.00 of a doctoral award result in a **2.5-year** equivalent full-time service commitment.
 - e. \$29,168.00 to \$35,000.00 of a doctoral award result in a **3-year** equivalent full-time service commitment.
6. To ensure that the KCP Initiative Office is **provided with written evidence of service completion from the postsecondary institution of employment** at the conclusion of each academic term or year.
7. To advise the KCP Initiative Office within 30 calendar days, in writing via the Future Faculty Fellowship system, of any change in name or contact information, or withdrawal from the university.

B. Each FFF Master's Award Fellow agrees:

1. To pursue and obtain the agreed upon master's degree at a Michigan public university within four calendar years of signing the Agreement and to ensure that the KCP Initiative Office is provided with written evidence of degree obtainment.
2. To maintain good academic standing at the university, as defined by the institution.
3. To not accept a second FFF Award for the same degree level.
4. To begin part- or full-time faculty teaching or an approved administrative position at an accredited public or private, two- or four- year postsecondary institution, in-state or out-of-state, within one calendar year after conferral of the master's degree.
5. That the service obligation shall be determined by the total amount of the FFF Award(s) as outlined below:
 - a. Up to \$11,667.00 of a master's award results in a **1-year** equivalent full-time service commitment.
 - b. \$11,668.00 to \$17,502.00 of a master's award results in a **1.5-year** equivalent full-time service commitment.

- c. \$17,503.00 to 20,000.00 of a master's award results in a **2-year** equivalent full-time service commitment.
 - 6. To ensure that the KCP Initiative Office is **provided with written evidence of service completion from the postsecondary institution of employment** at the conclusion of each academic term or year.
 - 7. To advise the KCP Initiative Office within 30 calendar days, in writing via the Future Faculty Fellowship system, of any change in name or contact information, or withdrawal from the university.
- C. Academic good standing is defined by each university and may be based upon GPA, continuous enrollment, and degree completion deadlines determined by the graduate degree program. A Fellow that takes a leave of absence from the degree program that is supported/approved by the graduate school may still be considered in good standing. A Fellow dismissed by the university for non-academic reasons, such as a conduct violation, is no longer in good standing.

SECTION 2.4: CHANGING DEGREE PROGRAMS

A. Fellowship recipients are obligated to pursue and obtain the degree that was indicated in the application materials and reported in the KCP system. The following degree program changes will result in a default and conversion to a KCP Loan:

- 1. Changing from a Doctorate to a Master's/Specialist.
 - 2. Moving to an out-of-state or private postsecondary institution.
- B. In the following circumstances, it is at the discretion of the awarding university to determine whether the new degree program will be honored to fulfill the Agreement obligation:
- 1. Changing programs at the same degree level.
 - 2. Changing from a Master's to Specialist (or vice versa).
 - 3. Changing from a Master's/Specialist to a Doctorate.

The FFF Representative shall consult with other university staff, such as the Fellow's advisor, the Selection Committee, or the graduate school dean. In all cases, the new degree must still facilitate a career in postsecondary teaching.

- C. **In all cases, the original Agreement signature date will not change.** The degree deadline will be extended by four years if the university approves the change from a Master's/Specialist degree to a Doctorate degree. Should the change result in an expected degree obtainment date beyond the four or eight years allowed by the Agreement, the Fellow must submit the appropriate documentation to request the maximum one-year extension.
- D. If the Fellow is transferring to **a different Michigan public university**, the Fellow shall email the KCP Initiative Office to notify them of the desired program change. The KCP Initiative Office will contact the FFF Representative at the new university to determine if they are willing to accept the Fellow into their FFF Program.

1. If the new university agrees to do so, the KCP Initiative will move the Fellow's record to the Fellowship Manager of the new university. The awarding university will send any undisbursed funds to the new university. The new university will be responsible for disbursing any remaining funds on an agreed-upon schedule and submitting Annual Reporting for the Fellow.
2. If the new university declines the FFF transfer, it will become the Fellow's responsibility to provide documentation of their academic good standing annually to the FFF Representative at the awarding university. The awarding university will retain reporting and disbursement responsibilities for the Fellow.

SECTION 2.5: SERVICE CREDIT GUIDELINES AND REPORTING

- A. **Teaching service credit** may be granted for serving as the instructor of record for credit-earning courses at an accredited, public, or private, two- or four-year, postsecondary education institution. **Teaching assistantships do not qualify for traditional teaching service credit but may qualify for non-traditional service credit if pre-approved by the KCP Initiative.**
- B. **Administrative service credit** may be granted for positions at an accredited, postsecondary education institution that requires a **minimum of a bachelor's degree with a master's degree preferred** and must satisfy one of the following categories:
1. Working directly with postsecondary students in an academic advising or student affairs role (e.g., student success counselor, ombudsperson).
 2. Directing programs designed to support the retention and academic success of postsecondary students (e.g., student success coordinator, director of student engagement).
 3. Providing supervision and direction of the curricular and instructional affairs of a specific academic unit (e.g., dean, department chair, provost).

It is highly recommended that fellows seek pre-approval from the KCP Initiative for administrative positions to ensure that the position qualifies.

- C. **Non-traditional service credit** may be granted for similar roles requiring less than a master's degree. Non-traditional service proposals:
1. Should be reviewed with the university FFF Representative prior to submission.
 2. **Must receive pre-approval** from the KCP Initiative prior to the start of the service.
 - a. Only non-traditional service completed after the approval date may qualify for service credit.
 3. Can only be approved for a maximum of **one-third of the FFF service obligation.**

Qualifying non-traditional service roles must work directly with postsecondary students and satisfy one of the following categories:

- a. Working as a Graduate Teaching Assistant in the instruction of courses, labs, or seminars.

- b. Tutoring, mentoring, counseling, or advising in a campus- or community-based program designed to support postsecondary retention and academic success.

Pre-approval forms should be submitted 30 calendar days prior to the start of the position.

D. General FFF Service Credit Policies

1. Fellows must submit verification of qualifying employment within one calendar year after degree conferral.
2. Fellows must continue to submit verification of qualifying service annually following degree conferral until the obligation has been satisfied.
3. Fellows may submit a written request for an additional successive year extension to secure and commence qualifying postsecondary employment. A maximum of three additional successive years may be granted under the following conditions:
 - a. 1st extension – for any reason, if requested prior to the one-year deadline.
 - b. 2nd extension – for a documented academic, personal, or professional circumstance disrupting service progress.
 - c. 3rd extension – for a documented medical disability temporarily preventing employment.
4. Service credit may only be earned for service occurring after the signature date of the FFF Program Agreement.
5. A maximum of 0.5 year of service credit may be earned per academic semester.
6. Prior to Degree Obtainment: A maximum of 1.0 year of service credit may be earned.
7. Post Degree Obtainment: A maximum of 1.5 year of service credit may be earned per academic year
8. The service from multiple, consecutive academic terms may be combined to meet the minimum needed for service credit.
9. Service credit guidelines and policies are subject to change and submitted service is credited in accordance with the guidelines in effect at the time of submission.

E. Service credit is calculated as a fraction of a year of full-time employment by academic term

F. KCP FFF Service Reporting Form submission instructions:

1. Administrative service reporting requires the submission of the position description provided by the institution's Human Resources (HR) or academic affairs office. If the position description does not include the minimum degree required for the position, please include a statement from an HR or academic affairs director verifying that the position requires a master's degree or higher.
2. Service Reporting Forms are submitted by the Fellow and verified by the Professor/Supervisor.
3. Below is the calculation chart for Service Submissions.

	1/2-year credit (0.5)	1/4-year credit (0.25)	1/6-year credit (0.166)
Full-Time Faculty (as defined by the institution)	14 weeks	Minimum 7 weeks	Minimum 4 weeks
Administration Part-Time (hourly)	Weeks x hours = minimum 560 hrs.	Weeks x hours = minimum 280 hrs.	Weeks x hours = minimum 186 hrs.
Administration Part-Time (%)	Weeks x % = minimum 14	Weeks x % = minimum 7	Weeks x % = minimum 4
Part-time Teaching (credit hours)	N/A	Minimum 6 credits	Minimum 3 credits

SECTION 2.6: REPAYMENT UPON DEFAULT

The section that follows details the repayment conditions for FFF Agreements signed during **this program year**. As contract language may change, consult the Agreement uploaded in the KCP online system or hardcopy in the Fellow’s file for Agreements signed during previous program years.

- A. Default occurs when a Fellow has failed to meet any defined Agreement obligation at either the master’s or doctoral degree level.
 - 1. The FFF Fellow agrees that he/she shall be in default of the FFF Agreement if either of the following occurs:
 - a. Failure to meet any condition, requirement, or obligation described in the Agreement.
 - b. During the application stage, during pursuit of the degree required by the Agreement, and during any time the Fellow is fulfilling the requirements of the Agreement, the Fellow engages in any conduct which is a felony or other serious criminal act, or which involves fraud or false representation.
 - 2. The Fellow agrees that a default will cause the FFF Award(s) to become a KCP Loan. The Award amount(s), less any declined or forfeited funds, degree credit, or service credit, will become the principal due under the KCP Loan. The Fellow promises to pay to the KCP Initiative the full amount of the KCP Loan, plus interest. The interest will begin to accrue from the loan repayment start date stated in the Disclosure Statement and Payment Schedule. The interest will be fixed at the rate in effect on the date of default as declared by the Michigan Department of Treasury (MDT) pursuant to MCL § 205.23. The interest will be compounded daily. The Fellow will also owe late charges if the KCP Loan is not repaid in accordance with the Disclosure Statement and Payment Schedule.
 - 3. If the Fellow pays the total amount of the KCP Loan plus interest and fees within 365 calendar days from the date of the default, the KCP Initiative may waive or remit any interest that was assessed or collected.
 - 4. The Fellow understands that the KCP Loan plus interest and fees will be fully paid within 10 calendar years of the date of default. The minimum monthly payment shall be at least \$100.00 per month.

5. Fellows may continue to **complete service credit while in repayment**. Qualifying service will be converted by the Financial Analyst to a dollar value equivalent and applied as a KCP Loan reduction. All KCP Loan reductions require a managerial review and approval.

B. Conditions of Repayment:

1. Payments are due the first day of every month. Any month in which the payment has not reached the KCP Initiative Office by the tenth day may be assessed a late fee of five percent of the payment then due, not to exceed \$15.00.
2. A \$25.00 fee may be applied to the KCP Loan balance for a check or other payment instrument that is dishonored because of insufficient funds.
3. The Fellow may submit a written request to the KCP Initiative Office for a reduced monthly payment amount. To be granted, the Fellow must demonstrate to the satisfaction of the KCP Initiative that he/she is experiencing serious financial hardship. If granted, the reduced payment period shall be determined by the KCP Initiative, not to exceed a total of 36 months. Interest will continue to accrue during this time.
4. The Fellow must submit a written request to the KCP Initiative Office indicating their intention to file for a cancellation of KCP Loan obligations due to a total and permanent disability and request the required procedures and/or forms that must be completed. A licensed Doctor of Medicine, osteopathy, or psychiatry must certify that the Fellow is totally and permanently disabled and, as a result, unable to work/pursue degree completion. Upon certification, the KCP Initiative shall cancel the remainder of the KCP Loan.
5. If a Fellow dies, the KCP Initiative shall cancel the unpaid KCP Loan amount when provided with a certified copy of the death certificate.
6. The KCP Initiative shall release to other parties or agents' information regarding a Fellow's obligation to verify its existence or to collect payment of the obligation.
7. All costs, expenses, and attorney fees incurred by the KCP Initiative, WD and/or MDT for collection of any past due KCP Loan or KCP Loan payment shall be added to the total of the KCP Loan amount due.
8. Collection of KCP Loans shall be the responsibility of the KCP Initiative Office, WD and/or MDT. While it is the Fellow's responsibility to provide an accurate and current address to the KCP Initiative Office, any additional information that can be provided by the university to contact the Fellow is expected.

C. If the default did not arise by reason of any conduct described above in Section A, 1., b and if documentation demonstrates that the Fellow qualifies for credit(s), the KCP Initiative may reduce the amount of the KCP Loan as follows:

1. The Master's/Doctoral Degree Credit will be applied if the Fellow has:
 - a. Completed all Agreement obligations except the service obligation.
 - b. Obtained the agreed upon Master's/Doctoral Degree from a Michigan public university within the allowed time.

The degree credit shall be calculated by multiplying the FFF Award(s) amount by one-third.

If a Fellow defaulted on the Fellowship Agreement due to failure to complete the agreed upon degree within the allowable timeframe, they may still qualify for a Degree Credit while in repayment. The following conditions apply:

- a. The KCP Initiative Office must receive acceptable written evidence of obtainment of the agreed upon degree from the awarding university.
 - b. Obtainment of the degree at a Michigan public university other than the awarding university is subject to the policies outlined in Section 2.5 Changing Degree Programs.
 - c. A Degree Credit reduction while in repayment will not be considered a payment, change the monthly payment amount, nor reverse the default status of the Fellowship.
2. A Fellow's eligibility for service credit without degree completion is dictated by the Fellowship Agreement, which differs by program year. Upon default, the Agreement will be reviewed by the KCP Initiative to determine if the Fellow is eligible for service credit. The current program year's Agreement does not allow for a service credit reduction to the KCP Loan prior to the obtainment of the agreed upon degree at a Michigan public university. Any approved service credit accrued prior to the KCP Loan conversion may be applied as a loan reduction *after* the Degree Credit has been applied.

When eligible, the KCP Loan amount will be reduced for each year, or portion of a year, the Fellow successfully completed qualifying service in accordance with the FFF Service Credit Guidelines. Service Credit reductions shall be calculated as follows:

- a. Multiply the Fellowship Award(s) amount by two-thirds. This is the maximum total service credit reduction allowed.
- b. Divide this maximum by the number of years of service required.
- c. Multiply the result of line b by the number of years or portion of years of successfully completed qualifying service.

When eligible, a Fellow in repayment may continue to complete and have documentation submitted for qualifying service. The service credit for verified, qualifying service will be calculated and applied as a reduction to the KCP Loan balance. Service Credit reductions while in repayment will not be considered a payment, change the monthly payment amount, nor reverse the default status of the Fellowship.

SECTION 2.7: APPEAL PROCEDURE

A. To appeal a default determination, a Fellow must:

1. Submit a written appeal to the KCP Initiative Manager through the Future Faculty System
2. Via email to leo-futurefaculty@michigan.gov
3. By mail to:

Mr. Derrick Crum, Administrative Manager
Department of Labor and Economic Opportunity

Workforce Development
Future Faculty Fellowship Program
P O Box 30805
Lansing, MI 48909

4. The written appeal must be received no later than 60 days before the repayment period start date provided in the “Disclosure Statement and Payment Schedule.”
 5. The written appeal must state the reason(s) that the Fellow believes he/she has complied with the obligations set forth in the signed FFF Agreement.
 6. The written appeal must include pertinent supporting documentation directly related to the reason(s) the Fellow believes he/she has complied with the Agreement obligations.
- B. The KCP Initiative Manager shall review the Fellow’s appeal and
1. Shall notify the Fellow of the decision in writing within 45 days of receipt of the written appeal, and
 2. Shall either:
 - a. Rescind the Disclosure and Payment Schedule.
 - b. Affirm that the Disclosure Statement and Payment Schedule remain in effect and state the reason(s) for denying the appeal.
- C. Appeal to Circuit Court:
1. A Fellow may appeal the Manager’s decision by taking an appeal to the Circuit Court, pursuant to MCL 600.631; MSA 27A.631. The appeal shall be made in accordance with MCR 7.104(A) and all other applicable laws and rules.
 2. The appeal shall be made to the Circuit Court of the County of the Fellow’s residence in Michigan or to the Ingham County Circuit Court. A non-resident Fellow must file his/her appeal in the Ingham County Circuit Court.

SECTION 2.8: EXTENSION, SUSPENSION, CANCELLATION

- A. **Degree Completion Extension (Good Cause)** - The deadline for completing the agreed-upon degree may be extended for one year for “good cause” by the KCP Initiative Office. Each request is evaluated individually.
1. A request must be submitted at least 30 days prior to the degree completion deadline by email from the Fellow. The request shall include the circumstances or reason for requesting an extension and supporting documentation, when appropriate.
 2. The Fellow must have a letter of support submitted on their behalf from the degree program (e.g., Committee Chair, Advisor, or Department Chair) indicating a new anticipated graduation date, graduate program support for the new timeline, and confirmation that the Fellow has remained in good standing.

Note: The Fellow should also be in contact with the university FFF Representative concerning this request and the circumstances surrounding their request for an extension. The university FFF Representative may be contacted to provide additional support for the extension.

- B. Service Extension (Doctoral Enrollment)** - The deadline to begin service completion may be extended by one (1) year, and renewed annually, if the master's Fellow meets the following conditions:
1. Provides the KCP Initiative Office with documentation of enrollment in a doctoral degree program at an accredited Michigan postsecondary institution within one calendar year after conferral of the master's degree.
 2. Provides the KCP Initiative Office annually with written evidence of continual degree progress and academic good standing in the doctoral program.
 3. Obtains the doctoral degree within eight calendar years of enrollment in the doctoral program.
- C. Cancellation Due to Death** - Cancellation of FFF Agreement obligations and/or KCP Loan repayment will be determined based upon the submission of a certified copy of the death certificate. Under exceptional circumstances and on a case-by-case basis, the KCP Manager may approve a discharge/cancellation based upon other reliable documentation verifying the death.
1. After receiving notification that a Fellow has died, the KCP Initiative will suspend any collection and/or compliance activity for up to 60 days to allow the next-of-kin time to submit documentation.
 2. Any payments received in the KCP Initiative Office after the documented date of death for a KCP Loan that has been discharged due to death will be returned in full to the sender or to the Fellow's documented next-of-kin if the sender was the Fellow (e.g., automated payments that had not been stopped).
- D. Cancellation Due to Total and Permanent Disability** - Cancellation of FFF Agreement obligations and/or KCP Loan repayment due to a total and permanent disability will be determined based upon the submission and verification of a Total and Permanent Disability Cancellation Request Form. Total and Permanent Disability is defined as the condition of an individual who is unable to work/pursue degree completion on a part- or full-time basis because of an injury or illness that is expected to continue indefinitely. A Fellow who is able currently, or in the future, to work/pursue degree completion, even on a limited basis, is not considered to have a total and permanent disability.
1. The Fellow must submit notification to the KCP Initiative via the Future Faculty Fellowship System, and via email at FutureFaculty@michigan.gov of their intention to file for a discharge or cancellation due to permanent and total disability and request a Total and Permanent Disability Cancellation Request Form.
 2. A licensed Doctor of Medicine, osteopathy, or psychiatry legally authorized to practice in a state must complete Section 3 of the form and mail the copy with original signatures to the KCP Initiative Office.

3. The KCP Manager must review the Total and Permanent Disability Cancellation Request Form and determine that the Fellow's situation meets all the following criteria:
 - a. The documentation is complete and supports the conclusion that the Fellow has a total and permanent disability as defined above and recognized as a debilitating condition by the Michigan Department of Health and Human Services and the United States Social Security Administration.
 - b. The cancellation may not be based on a condition that existed at the time the Fellow applied for the FFF Award(s) unless the condition has since substantially deteriorated so that he/she is now totally and permanently disabled.
 - c. The Fellow has not received a new or expanded FFF Award since the date on which the Fellow was determined to be totally and permanently disabled.
 4. Upon cancellation of FFF Agreement obligations and/or KCP Loan repayment, any payments received by the KCP Initiative Office after the date the Fellow became totally and permanently disabled will be returned to the sender.
 5. If granted a cancellation due to total and permanent disability, the Fellow is not eligible for future KCP Fellowships unless they (1) obtain a certification from a physician that they are able to work/pursue degree completion, and (2) acknowledge in writing that the new Fellowship cannot be cancelled on the basis of any condition present when the Fellowship is awarded, unless the condition substantially deteriorates.
- E. Extension/Suspension Due to Long-Term Disability** - An extension of the deadline for FFF Agreement obligations or suspension of KCP Loan repayment may be requested due to a temporary inability to complete the degree by the established deadline or work on a part- or full-time basis because of a long-term illness or injury that is not expected to continue indefinitely. The determination will be based on the submission and verification of a Long-Term Disability Extension/Suspension Request Form.
1. The Fellow must submit notification to the KCP Initiative at FutureFaculty@michigan.gov of their intention to file for an extension or suspension due to a long-term disability and request a Long-Term Disability Extension/Suspension Request Form.
 2. Sections 1 and 2 of the form must be completed by the Fellow or appropriate designee if the disability prohibits the Fellow from doing so him/herself.
 3. A licensed doctor of medicine, osteopathy or psychiatry legally authorized to practice in a state must complete Section 3 of the form and mail the copy with original signatures to the KCP Initiative Office.
 4. When applicable, the Fellow must have a letter of support submitted on their behalf from the degree program (e.g. Committee Chair, Advisor, or Department Chair) indicating a new anticipated graduation date, graduate program support for the new timeline, and confirmation that the Fellow has remained in good standing.
 5. The KCP Manager must review the Long-Term Disability Extension/Suspension Request Form and determine that the Fellow's situation meets all the following criteria:

- a. The documentation is complete and supports the conclusion that the Fellow's circumstance qualifies for a long-term disability extension/suspension.
 - b. The extension/suspension may not be based on a condition that existed at the time the Fellow applied for the FFF Award(s) unless the condition has since substantially deteriorated so that he/she is temporarily disabled.
 - c. The Fellow has not received a new or expanded FFF Award since the date on which the Fellow was determined to be temporarily disabled.
6. If approved, the KCP Manager shall use the expected long-term disability end date provided by the physician to determine an extension/suspension period of no more than 36 months and establish one of the following:
 - a. A new deadline for all FFF Agreement obligations; or
 - b. A date upon which KCP Loan repayment and interest accrual shall resume.
 7. Should the long-term disability be expected to persist beyond the extension deadline or suspension end date, the Fellow may have a new Long-Term Disability Extension/Suspension Request Form submitted on their behalf 30 to 90 days prior to the deadline.
- F. **Suspension Due to Bankruptcy** - Student loans may not be discharged or reduced in a bankruptcy settlement. Suspension of KCP Loan repayment may be requested for the duration of bankruptcy proceedings.
1. The Fellow must submit to the KCP Initiative Office official court documentation indicating the scheduled court hearing date.
 2. The KCP Manager must review the request and supporting documentation. If approved, the KCP Manager shall use the scheduled court date to determine a date upon which KCP Loan repayment and interest accrual shall resume.
 3. Should there be a delay that results in a new court date, the Fellow must submit updated documentation to the KCP Initiative Office and request further extension.
- G. **Extension/Suspension for Military Deployment** – An extension of the deadline for FFF Agreement obligations or suspension of KCP Loan repayment may be requested for the duration of active military deployment.
1. The Fellow must submit to the KCP Initiative Office official military documentation indicating the scheduled deployment date and anticipated duration of the deployment.
 2. If approved, the KCP Manager shall use the anticipated deployment period to determine one of the following:
 - a. A new deadline for all FFF Agreement obligations.
 - b. A date upon which KCP Loan repayment and interest accrual shall resume.

3. The Fellow must provide temporary contact information for the duration of the deployment or authorize the KCP Initiative to contact a friend/family member on their behalf, if necessary.
4. Should there be a delay that results in an extended deployment, the Fellow or a designated representative must submit updated documentation to the KCP Initiative Office and request further extension.