

North Carolina
Criminal Justice Fellows Program Guide



North Carolina Criminal Justice Education
and Training Standards Commission

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1.0 Program Mission

- 1.1. The mission of the North Carolina Criminal Justice Fellows Program is to recruit talented high school seniors and graduates into the criminal justice profession. Each year this program will fund fellowships for high school seniors who have exhibited high academic achievement, a history of service to the school and community, and a desire to serve the state of North Carolina in a field within the criminal justice profession.

The North Carolina Criminal Justice Fellows Program will provide forgivable educational loans for high school seniors who agree to enter a criminal justice profession in North Carolina. This fellowship will fund an Applied Associates Degree in Criminal Justice or Committee approved related field of study, from any North Carolina Community College System school. Students who receive the educational loan would have 5 years to repay, though it would be forgiven if they enter and remain in a criminal justice profession within North Carolina for four years.

- 1.2. Students who graduate under this program in good standing and meet other eligibility requirements will be provided sponsorship to enter a criminal justice training program for certification in an eligible criminal justice profession within the Community College system.
- 1.3. The number of fellowships awarded annually shall not exceed 100 and the total number of students in the program each year shall not exceed 200.

2.0 Criminal Justice Profession

2.1. A Criminal Justice Profession for the matter of eligibility for this fellowship consists of those positions defined as Criminal Justice Officers under NCGS 17C-2(3) and Justice Officers under NCGS 17E-2(3), to include the following:

- State and local sworn law-enforcement officers.
- State correctional officers.
- State juvenile justice officers.
- Other correctional officers maintained by local governments, and juvenile justice agencies.
- Sworn Sheriffs and deputy sheriffs.
- Detention officers.
- Telecommunicators under the direct supervision of a law enforcement agency.

3.0 Applicant Eligibility

- 3.1. An applicant must be a legal resident of North Carolina and a high school graduate or current high school senior who will graduate from high school by the end of the current academic year. If a student is a December graduate, the fellowship must begin at the start of the next fall term.

A student must be domiciled in a North Carolina county at the time of application and demonstrate the intent upon completion of the program to be employed as a criminal justice professional in North Carolina.

The legal guardian of the applicant must provide assurance of the qualification as a legal resident of North Carolina when signing the Promissory Note & Scholarship Loan Agreement.

- 3.2. A student will not be eligible who has been convicted of the following:

- A felony;
- A crime for which the punishment could have been imprisonment for more than two years;
- A crime or unlawful act defined as a Class B Misdemeanor within the five-year period prior to the date of application;
- Four or more crimes or unlawful acts defined as Class B Misdemeanors, regardless of the date of conviction;
- Four or more crimes or unlawful acts defined as Class A Misdemeanors, except the student may be enrolled if the last conviction date occurred more than two years prior to the date of application;
- A combination of four or more Class A Misdemeanors or Class B Misdemeanors regardless of the date of conviction.

- 3.3. The student shall submit with their application a certified criminal record check for local and state records for the time period since the applicant has become an adult and from all locations where the applicant has resided since becoming an adult. An Administrative Office of the Courts criminal record check or a comparable out-of-state criminal record check shall satisfy this requirement.

Every recipient of a North Carolina Criminal Justice Fellowship shall notify the Director of the Criminal Justice Standards Division of all criminal offenses the recipient is arrested for or charged with, pleads no contest to, pleads guilty to, or is found guilty of, and of all Domestic Violence Orders (G.S. 50B) that are issued by a judicial official after a hearing that provides an opportunity for both parties to be present. This includes all criminal offenses except minor traffic offenses and includes any offense of Driving Under the Influence (DUI) or Driving While Impaired (DWI). A "minor traffic offense" is defined, as an offense where the maximum punishment allowable by law is 60 days or fewer. Other offenses under G.S. 20 (Motor Vehicles) or similar laws of other jurisdictions that shall be reported to the Criminal Justice Standards Division are as follows:

- G.S 20-138.1 Driving While Under the Influence.
- G.S. 20-28 Driving While License Permanently Revoked or Permanently Suspended.
- G.S. 20-30(5) Fictitious Name or Address in Application for License or Learner's Permit.
- G.S. 20-37.8 Fraudulent Use of a Fictitious Name for a Special Identification Card.
- G.S. 20-102.1 False Report of Theft or Conversion of a Motor Vehicle.
- G.S. 20-111(5) Fictitious Name or Address in Application for Registration.
- G.S. 20-130.1 Unlawful Use of Red or Blue Lights.
- G.S. 20-137.2 Operation of Vehicles Resembling Law Enforcement Vehicles.
- G.S. 20-141.3 Unlawful Racing on Streets and Highways.
- G.S. 20-141.5 Speeding to Elude Arrest.
- G.S. 20-166 Duty to Stop in Event of Accident.

- 3.4. The notifications required shall be in writing and specify the nature of the offense, the court in which the case was handled, the date of the arrest or criminal charge, the date of issuance of the Domestic Violence Order (G.S. 50B), and the final disposition and the date thereof. The notifications required shall be received by the Criminal Justice Standards Division within 30 days of the date the case was disposed of in court. The requirements are applicable at all times during which the Fellow is a participant in the program.

Eligibility for the North Carolina Criminal Justice Fellows Program does not ensure certification in a criminal justice profession.

- 3.5. The Criminal Justice Standards Division reserves the right to terminate a fellowship for actions that might prevent a recipient from receiving certification in the criminal justice profession as described under 2.1 of this policy.

If a fellowship is terminated by the Criminal Justice Standards Division, the recipient may request a hearing before the Criminal Justice Fellowship Program Committee of the North Carolina Criminal Justice Education & Training Standards Commission. Upon receiving a request of a hearing by a recipient, the hearing will be held at the next full meeting of the Committee. The decision from the Committee at the hearing will be final.

The procedure for a student who meets all eligibility requirements and attends a home school is as follows:

- The principal / teacher of the home school must provide the qualifications of the person(s) providing instruction, how grades are calculated, course content, length of instruction in each course and scores of any / all standardized test required by the Criminal Justice Fellows Program Committee.
- The principal / teacher of the home school must provide a high school transcript (or equivalent record).
- The student's application will be screened using the same procedure as used for all other applicants.

4.0 Applicant Forms

- 4.1. Any student who meets eligibility requirements may complete a Criminal Justice Fellows Program Application online by visiting the programs website at www.ncdoj.gov during the published application timeframe.

The application must be completed by the published deadline. Copies of transcripts, letters of recommendation and the original certified record check for local and state records must be mailed or emailed to the Criminal Justice Standards Division and arrive by the published deadline. Applications and supporting documentation received after the deadline will not be considered.

- 4.2. All forms are located on the programs website and should be mailed or emailed to the following address:

Criminal Justice Fellows Program
Mary Burton, Program Manager
P.O. Drawer 149
Raleigh, NC 27602

Telephone: (919) 306-2597

Fax: (919) 779-8210

Email: cjfellows@ncdoj.gov

- 4.3. Forms

- FP-1 Application
 - Reference Form
 - Community College Checklist
- FP-2 Promissory Note
- FP3-Action Request Form:
 - Address Change
 - Name Change
 - Resignation from Program
- FP-4 Transfer Request Form
- FP-5 Employment Status Form
- FP-7 Extension and Waiver Request Form

5.0 Selection Process

- 5.1. The Criminal Justice Fellows Program Committee shall be a Special Committee of the North Carolina Criminal Justice Education & Training Standards Commission as defined in the Commission By-Laws in § 17C-21 of the North Carolina General Statutes.
- 5.2. The Committee shall adopt stringent standards for awarding fellowships based on multiple measures as mandated by applicable legislation. The following factors must be considered in the selection process:
 - Scholastic Profile as determined by SAT and/or ACT scores, GPA and class rank (home schooled applicants as determined by SAT and/or ACT and GPA).
 - Potential for excellence in a criminal justice profession.
 - School and community service.
 - Two (2) letters of reference. (Reference letters from Criminal Justice professionals carry more weight.)
 - Assessment of writing ability as demonstrated by application essay.
 - Results from the certified records check for local and state records.
 - Factors recommended by the Committee.
- 5.3. The selection process must include the following:
 - An initial screening of the student's application packet by staff of the Committee.
 - Staff will send completed application packets to committee members for review.
 - The number of fellowships awarded annually shall not exceed 100 and the total number of students in the program each year shall not exceed 200.
 - The committee must make every effort to spread the fellowships to all counties across the state.
 - All applicants are notified of their status in writing by the published deadline.
 - The Selection Process materials will be kept in a privileged and confidential file. All applicant scores are confidential. The Criminal Justice Standards Division will not provide cumulative scores or information about an applicant's performance on any portion of the selection process.
 - The selection of finalist and recipients by the committee is final. The Criminal Justice Standards Division will not conduct hearings regarding the denial of an applicant.
- 5.4. The Committee shall select recipients and award the forgivable loans no later than June 1st of each year.

6.0 Cost to Attend

6.1. N. C. G. S. 115D-39 authorizes the State Board of Community Colleges to fix and regulate all tuition and fees charged to students for applying to or attending any community college. Tuition rates for the 2019-2020 academic year are as follows:

- In-State Resident: Students qualifying for in-state tuition shall be charged \$76.00 per credit hour up to a maximum per semester of \$1,216.00, based upon 16 hours of credit instruction.

6.2. Fees are set by the individual colleges Board of Trustees in accordance with policy established by the State Board of Community Colleges. The fellowship will only be responsible for fees up to \$60.00 per semester, not to exceed \$120.00 per academic year. Any fees that exceed \$60.00 per semester, \$120.00 per academic year, shall be the responsibility of the student.

6.3. Textbooks and other items are an additional expense for which the student should plan. The cost of textbooks varies with the program of study, but the average cost is usually between \$300.00 and \$500.00 per semester for full-time students. The fellowship will only be responsible for the cost of books and required class items up to \$300.00 per semester, not to exceed \$600.00 per academic year. Any books or other items that exceed \$300.00 per semester, \$600.00 per academic year, shall be the responsibility of the student.

6.4. Fellowship Value

The maximum fellowship value per student for one academic year (two semesters).	Total \$3,152.00
1 st Semester Tuition (16+ hours)	\$1,216.00
1 st Semester Fees	\$60.00
1 st Semester Books/Required Items	\$300.00
	Total \$1,576.00
2 nd Semester Tuition (16+ hours)	\$1,216.00
2 nd Semester Fees	\$60.00
2 nd Semester Books/Required Items	\$300.00
	Total \$1,576.00
The total value of the fellowship for a student receiving an Associate in Applied Science Degree, four semesters over two years.	Total \$6,304.00

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6.5. Overall Annual Cost for the Criminal Justice Fellows Program

To fund 100 students in this program for the first year of the program.

Total \$315,200.00

To fund 200 students in this program for the second year and every year thereafter.

Total \$630,400.00

7.0 Funding

- 7.1. There is established the North Carolina Criminal Justice Fellows Program Trust Fund to be administered by the Criminal Justice Fellows Program Committee, a special committee of the North Carolina Criminal Justice Education & Training Standards Commission.
- 7.2. The General Assembly shall only appropriate monies in the North Carolina Criminal Justice Fellows Program Trust Fund for forgivable loans; all funds received as repayment of forgivable loans; and all interest earned on these funds shall be placed in the Trust Fund. The purpose of the Trust Fund is to provide financial assistance to qualified students for completion of an Associate in Applied Science Degree in Criminal Justice or Committee approved related field of study.
- 7.3. The monies in the Trust Fund may be used only for forgivable loans granted under the Program and the recovery of funds advanced due to default.
- 7.4. Administrative costs for the program, to include expenses of the Committee and salary of the Program Administrator and office space, shall be furnished by the Criminal Justice Standards Division.
- 7.5. All funds awarded will be paid directly to the community college in which the recipient is attending. Funds shall not be paid directly to the Fellow.

8.0 Transfer of Funds

- 8.1. A maximum of two payments will be made each academic year (1 payment for each semester), a maximum of four payments (four semesters) for the Fellowship.
- 8.2. Payments for tuition, fees and textbooks will be sent to the Director of Financial Aid or person/office specified by the individual Community College. No payments shall be made directly to the recipient of the Fellowship.
- 8.3. The requirements and obligations necessary to maintain a Criminal Justice Fellowship must be met before funds are released for the student.

9.0 Terms of Loans

- 9.1. All forgivable loans shall be evidenced by notes made payable to the Criminal Justice Fellows Program Committee that bear interest at a rate not to exceed ten percent (10%) per year as set by the Committee and beginning on the first day of September after the completion of the program or 60 days after termination of the forgivable loan, whichever is earlier. The forgivable loan may be terminated upon the recipient's withdrawal from school or by the recipient's failure to meet the standards set by the Committee.
- 9.2. At all times during each of the Fellow's two (2) academic years of undergraduate study, the Fellow shall remain enrolled as a full-time ("full-time" as used herein is defined in accordance with the institution's guidelines) student at a North Carolina Community College, in a Criminal Justice or Committee approved related field of study and reside in North Carolina.
- 9.3. The Fellow shall pursue continuously, as a full-time student, studies that will qualify the Fellow to be employed as a criminal justice professional under NCGS 17C-2(3) Criminal Justice Officer and NCGS 17E-2(3) Justice Officer, in North Carolina upon graduation.
- 9.4. The Fellow shall maintain a minimum 2.0 GPA at the end of the Fellow's first semester, and a minimum cumulative 2.0 GPA at the end of each semester thereafter. Fellows must also maintain appropriate credit hours for each semester.
- 9.5. The Committee shall forgive the loan and any interest accrued on the loan if, within five (5) years following the Fellow's graduation from a North Carolina Community College, the Fellow has served in a North Carolina Criminal Justice Profession under NCGS 17C-2(3) Criminal Justice Officer and NCGS 17E-2(3) Justice Officer, on a full-time basis for a period of four (4) years.
- 9.6. Within 60 days following the Fellow's graduation from a North Carolina Community College the Fellow shall notify the Committee of his/her intention to seek, or to forego, forgiveness of the loan by so affirming on the Employment Status Form (FP-5) provided by the Committee.
- 9.7. If the Fellow notifies the Committee of the Fellow's intention to seek forgiveness of the loan, the Fellow annually thereafter shall provide the Committee with a completed Employment Status Form (FP-5) by a date determined by the Committee in each ensuing year until service is completed. The verification of employment shall be confirmed by Committee staff. The referenced verification shall be submitted by the Fellow to the Committee on or before the date designated by the Committee for the current applicable year. The Fellow shall also reaffirm full-time employment as a criminal justice professional for the immediately preceding year on the verification form.

Upon receiving a Loan Extension Agreement (FP-6) the Committee may extend for up to two (2) years on a year-to-year basis for each year if:

- a. The Fellow is on active duty with the Armed Forces of the United States; or
- b. The Committee, in its sole discretion, determines that the circumstances stated in the Fellow's application warrant an extension.

In no event shall the Committee grant more than two (2) such yearly extensions to the Fellow.

- 9.8. The Committee shall also forgive the loan if it finds that it is impossible for the Fellow to meet the terms of the loan, after or before graduation, due to death or permanent disability of the Fellow.
- 9.9. If the recipient indicates that they will forego forgiveness of the loan after graduation the recipient will receive the conditions of repayment in a document known as a Repayment Schedule. The recipient will have 60 days to begin repayment of all funds distributed, including interest. The recipient will have up to 60 months to repay all funds distributed, including interest.
- 9.10. In the event of default, the Committee may declare the entire unpaid amount of indebtedness evidenced by the Note, including interest, immediately due and payable. A default shall preclude further participation by the Fellow in the North Carolina Criminal Justice Fellows Program. The following events in addition to those otherwise set forth and not by way of limitation, shall be considered a default:
 - a. Failure to maintain required cumulative GPA and credit hours;
 - b. Failure to maintain satisfactory progress toward graduation as defined by the institution;
 - c. Failure to comply with any of the terms and conditions stated herein;
 - d. Failure to pursue a full-time field of study in criminal justice course work or Committee approved related field of study course work, leading to certification or employment in a criminal justice profession, or permanent withdrawal from college for any reason;
 - e. Withdrawal or expulsion from the college;
 - f. Failure to notify the Committee of a change in the Fellow's name, address, telephone number or school enrollment status;
 - g. Failure to notify the Committee in writing within sixty (60) days of the Fellow's graduation of the Fellow's intentions concerning forgiveness of the indebtedness evidenced by the Note;
 - h. Insolvency, assignment for the benefit of creditors or the filing of a petition in bankruptcy by or on behalf of the Fellow;

- i. Use of the proceeds of the Note for other than payment of costs of attendance at a North Carolina Community College in a Criminal Justice degree program or related field approved by the Committee;
 - j. Any representation, warranty or statement made or furnished to the Committee by or on behalf of the Fellow in connection with this Note proving to have been false in any material respect when made or furnished;
 - k. Failure to perform any obligation, covenant, and liability of agreement contained or referred to herein;
 - l. Failure to make a payment when due;
- 9.11. Upon default, the Committee will notify the Fellow, in writing, of such default. The notice of default will be by certified mail, return receipt requested, addressed to the Fellow at the last address on file with the Committee. Refusal or non-delivery at that address will be deemed delivery after seven (7) days.
- 9.12. The Committee may allow a student who is in default of the fellowship to be allowed to repay all funds distributed, including interest. If the Committee approves repayment the recipient will receive the conditions of repayment in a document known as a Repayment Schedule. The recipient will have 60 days to begin repayment of all funds distributed, including interest. The recipient will have up to 60 months to repay all funds distributed, including interest.
- 9.13. Upon default, the Committee may disclose that the Fellow has defaulted, along with other relevant information, to credit bureau organizations. Furthermore, the Committee may turn the loan over to the Attorney General's Office and that office may disclose that the Fellow has defaulted, along with other relevant information, to credit bureau organizations. Participation in the North Carolina Setoff Debt Collection Act may also begin.

10.0 Student Responsibilities and Obligations

10.1. A Criminal Justice Fellow must:

- Sign the Promissory Note & Scholarship Loan Agreement indicating financial obligation if the Fellow does not complete the program.
- Successfully complete the program sequence for each semester of the enrolled criminal justice curriculum. The program sequence must be submitted and approved by the Criminal Justice Standards Division during the application process.
- Maintain a minimum cumulative GPA of 2.0 for each semester.
- Remain a full-time student during each fall and spring semester.
- Remain in compliance with the campus regulations for student academics and conduct.
- Adhere to all requirements for Academic Eligibility (Section 3.0) outlined in this policy.
- Maintain a current physical address, email address, name and telephone number with the Criminal Justice Standards Division.

10.2. Notwithstanding the provisions of the Promissory Note & Scholarship Loan Agreement, the following will be subject to declaration of default or such other actions, as the Criminal Justice Fellows Committee deems appropriate.

- Any Fellow who fails to notify the Criminal Justice Standards Division of his / her intention to repay the fellowship loan through service in a criminal justice profession as outlined under Criminal Justice Profession (Section 2.0) in this policy.
- Any Fellow that does not intend to repay through service in a criminal justice profession as outlined under Criminal Justice Profession (Section 2.0) in this policy.
- Any Fellow who fails to notify the Criminal Justice Standards Division of his / her status of employment pursuant to the rules of the Master Promissory Note.
- Any Fellow who graduates without the ability to obtain certification in a criminal justice profession.
- Any Fellow who fails to meet the obligations outlined in Section 9.0 of this policy.
- Any Fellow that resigns from the program before completion.
- Any Fellow that is dismissed from the college.

10.3. Transcripts are to be evaluated at the end of each semester for all Fellows to ensure compliance with the requirements of the fellowship as listed in this policy.

10.4. A special request for a leave of absence may be made to the Criminal Justice Fellowship Committee.

- The Fellow will be responsible for completing a Request for Leave of Absence and submitting the request to the Criminal Justice Standards Division.
- The duration of the leave of absence will be the decision of the Committee.

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- The Fellow will be notified in writing as to the decision of the Committee to include the terms of the leave of absence.
- 10.5. Fellows shall be bound by any changes to the Criminal Justice Fellows Program policies approved by the Criminal Justice Fellows Committee; however, should policy changes result in higher academic requirements, Fellows will be held to those requirements in place at the time the Fellows entered the program, as specified in the Master Promissory Note.

11.0 Student Transfers

11.1. A Fellow who wishes to transfer from one community college to another must meet the following requirements:

- Be in good standing with the Criminal Justice Fellows Program.
- Be in good standing with his / her current college.
- Not allow the change in college to interrupt the schedule in graduation.
- A Fellow will only be allowed the opportunity to transfer once during the fellowship.
- Write a letter of explanation to the Criminal Justice Standards Division requesting transfer. This letter must be submitted with the Transfer Request Form and current transcript from the Fellows current college.
- The Program Administrator will have the authority to grant or refuse transfers.
- The Fellow will have the right to appeal a decision by the Program Administrator to the Criminal Justice Fellowship Committee. The decision by the Committee will be final.
- A Fellow that transfers to another college without receiving authority from the Program Administrator and / or Committee shall be considered in default.

12.0 Program Committee Responsibilities

- 12.1. The Criminal Justice Fellows Program Committee shall be a Special Committee of the North Carolina Criminal Justice Education & Training Standards Commission as defined in the Commission By-Laws as follows:

The Commission may create special committees with defined authority and specific responsibilities. Members of special committees shall be appointed by the Commission Chairman. Persons other than Commission members are eligible for appointment to special committees; however, the Chairman and the Vice-Chairman of the committee must be members of the Commission.

- 12.2. The Criminal Justice Fellows Program Committee shall be composed of the following 10 members appointed by the Commission Chairman:
- 2 members of the North Carolina Sheriffs' Education & Training Standards Commission.
 - 3 at-large members of the North Carolina Criminal Justice Education & Training Standards Commission.
 - 2 sworn Law Enforcement Officers of the North Carolina Criminal Justice Education & Training Standards Commission.
 - 2 Correctional Officers of the North Carolina Criminal Justice Education & Training Standards Commission.
 - Ex Officio Member representing the President of the North Carolina Community College System to the North Carolina Criminal Justice Education & Training Standards Commission.
- 12.3. Appointments to the Committee shall be for two-year terms, expiring on July 1st in odd number years. If a vacancy occurs in the membership of the Committee, the appointing authority shall appoint another person meeting the same qualifications to serve for the balance of the unexpired term. The Committee members shall elect a chair and vice-chair from the membership of the Committee to serve one-year terms. The Chairman and Vice-Chairman must be members of the North Carolina Criminal Justice Education & Training Standards Commission as required by the Commissions Bylaws under Special Committees. Committee members shall receive per diem, subsistence, and travel allowances in accordance with G.S. 138-5 or G.S. 138-6, as appropriate.
- 12.4. The Committee will be responsible for the following:
- Fellowship selection criteria.
 - Fellowship selection procedures and policy of the Program.
 - Selection of all recipients to receive Fellowships through the Program.
 - Give direction to the Program Administrator.

13.0 Program Administrator Responsibilities

- 13.1. The Program Administrator for the North Carolina Criminal Justice Fellows Program will be responsible for all administrative duties and oversight of the program. The Director of the North Carolina Criminal Justice Standards Division, with the consent of the Committee, will be responsible for employing the Program Administrator.
- 13.2. The Program Administrator will complete an annual report no later than October 1st of each year and deliver this report to the following:
- Joint Legislative Oversight Committee on Justice and Public Safety
 - Joint Legislative Education Oversight Committee
 - The NC Attorney General
 - The NC Criminal Justice Education & Training Standards Commission
 - The NC Sheriffs' Education & Training Standards Commission
 - The NC Criminal Justice Fellows Program Committee of the Commission
 - The NC Education & Training Standards Committee of the Commission
- The Director of the NC Criminal Justice Standards Division
- 13.3. The Program Administrator will be responsible for tracking the following information to be placed in the annual report:

Previous Academic Year

- The number of students that applied for the Fellowship during the previous academic (fall & spring semesters) year.
- The number of students that were awarded the fellowship for the previous academic year.
- The number of students that accepted the Fellowship for the previous academic year.
- The amount of funds awarded for the previous academic year.
- The number of students that went into default the previous academic year. This will be broken down into first year and second year Fellows.
- The amount of funds that went into default for the previous academic year.
- The number of students that graduated from the program the previous academic year. This number will be compared to the number of students that were originally awarded the Fellowship for that two-year cycle.
- Demographics of students awarded Fellowships.

Previous Two Academic Years

- The number of students that have accepted the Fellowship in the previous two academic years.

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- The number of students that graduated from the program for the previous two academic years.
- The number of students that have gone into default in the previous two academic years.
- Demographics of students awarded Fellowships in the two previous academic years.
- Demographics of students that graduated from the program for the previous two academic years.

Inception of Program

- The number of students that have accepted the Fellowship since the inception of the program.
- The number of students that graduated since the inception of the program.
- The number of students that have gone into default since the inception of the program.
- The amount of funds that have been awarded since the inception of the program.
- The amount of funds that have gone into default since the inception of the program.
- The amount of funds that have been recovered from default since the inception of the program.
- Amount of funds in default to date.
- Demographics of students that have been awarded Fellowships since the inception of the program.
- Demographics of students that have graduated since the inception of the program.

Any other information requested by any of the groups receiving the annual report.

13.4. The Program Administrator will act as staff to the Criminal Justice Fellows Program Committee to include:

- Scheduling of Committee meetings in accordance with state law.
- Completing minutes of all meetings in accordance with state law.
- Reviewing student applications for completeness.
- Have all eligible applications to the Committee by the May Commission meeting.
- Updating the Committee on the progress of the program to include information submitted in the annual report.

13.5. The Program Administrator will conduct recruitment efforts to include the following:

- Actively recruit in a manner to attract a diverse population of applicants applying for the Fellowship.
- Actively engage with criminal justice professionals and leaders throughout the state for input in the program.
- Attend high school career days and other activities to recruit qualified students into the program.

- 13.6. The Program Administrator will be required to annually seek alternative funding for the program through grants and other funding sources to supplement the program.