**Teaching Fellows Minimum Cohort Requirement**

**Two-year Notice and Implementation Timeline**

**Updated May 2015**

**Spring 2014** Necessary policy and procedure revisions made; Teaching Fellows institutions formally notified

**Fall 2014** Institutions that will not be enrolling at least ten freshmen Fellows for the 2014-15 school year are notified that they must increase their recruitment efforts so as to achieve the minimum enrollment requirement for the 2015-16 school year

**January 2015** Institutions that did not enroll at least ten freshmen Fellows at the beginning of the 2014-15 school year who now meet the minimum enrollment requirement through the addition of freshmen Fellows during the fall of 2014 are notified that they are no longer in the two-year notice period

**August 2015** Institutions that will not be enrolling at least ten freshmen Fellows for the second consecutive year but that will be enrolling at least eight freshmen Fellows for the 2015-16 school year are notified that they will be given one additional year to attract at least ten freshmen Fellows to the institution; all other institutions that will not be enrolling at least ten freshmen Fellows for the second consecutive year are notified that they will no longer be allowed to accept freshmen Fellows, until such time as they are approved to resume being a Fellows Institution through the Request For Proposal process

**January 2016** Institutions that did not enroll at least ten freshmen for the second consecutive year who now meet the minimum enrollment requirement through the addition of freshmen Fellows during the fall of 2015 are notified that they are no longer in the two-year notice period

**August 2016** Institutions that enrolled at least eight freshmen Fellows for the 2015-16 school year who will not be enrolling at least ten freshmen Fellows for the third consecutive year are notified that they will no longer be allowed to accept freshmen Fellows, until such time as they are approved to resume being a Fellows Institution through the Request For Proposal process; however, if any such institution will be enrolling at least eight freshmen Fellows for the 2016-17 school year, the institution may request an opportunity to appear before the Executive Committee of the CERRA Board of Directors to provide reasons why it should be allowed to continue its program for the 2017-18 school year.

**Future Years** Institutions that do not enroll at least ten freshmen Fellows by January of each year for two consecutive years will no longer be allowed to accept freshmen Fellows, until such time as they are approved to resume being a Fellows institution through the Request for Proposal process; institutions in this situation will be given appropriate notices of the institution’s status throughout the two-year period; any such institutions who will be enrolling at least eight freshmen for the upcoming year may request an opportunity to appear before the Executive Committee to provide reasons why it should be allowed to continue its program for the subsequent year; the loss of a Fellow during the freshmen year due to withdrawal or termination will not be considered when determining an institution’s minimum cohort status