

KALAMAZOO VALLEY  
ACCELERATED ASSOCIATE PROGRAM

**VALUED INSTITUTIONAL PARTNER  
STEPS TO REFERRAL**

Thank you for working with Kalamazoo Valley Accelerated Associate Programs (KVAAP) as a Valued Institutional Partner (VIP) and for your commitment to helping your students enroll in this academic success program. As you know, KVAAP provides motivated students with academic, social, and financial support services to help them earn their associate degree within three years.

KVAAP is a post admissions option, meaning students are recruited after they have been fully admitted to Kalamazoo Valley Community College, have taken the required assessment tests, and have applied for financial aid. As a VIP, we look forward to working with you to ensure your students follow up and follow through on these important steps to make a successful transition into KVAAP. We have outlined four key strategies (also included in the VIP Steps to Referral Guide, attached) for our work together:

- Identify a KVAAP point person on your team
- Determine your student target and methods of engagement
- Acclimate your team to KVAAP resources and identify your technical assistance needs
- Prepare student referral lists and coordinate a campus activity

Please contact me at 269.373.7946 or via email at [lthomas@kvcc.edu](mailto:lthomas@kvcc.edu) to confirm your point of contact, targeted number of students, and set up a KVAAP information session for your team. We thank you again for being a Valued Institutional Partner.

Best Regards,

Louis Thomas  
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Arcadia Commons Campus  
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