

DAGSI OPERATING PROCEDURE OP-02

ALLOCATION, AWARD, AND ADMINISTRATION OF DAGSI COMPETITIVE SCHOLARSHIP FUNDS

I. GENERAL

This operating procedure describes how DAGSI Competitive Scholarships are allocated and awarded, and also defines the detailed procedures to be used in the distribution and tracking of DAGSI scholarship funds. DAGSI scholarship funds consist of two major types: (1) full tuition payment (excluding any fees); and (2) assistantships, available to full-time Ph.D. students only. This Operating Procedure applies to both types of DAGSI scholarship funds. Sample forms are provided for guidance in recording the information needed to assure the complete traceability and accountability of all uses of DAGSI scholarship funds.

II. SCHOLARSHIP ALLOCATION

The model for the planned allocation of DAGSI scholarships is an "Equal FTE" model, which means that each DAGSI partner institution (AFIT, UD, and WSU) is allocated the same enrollment targets (or one-third of the total) across each category of scholarships offered within the DAGSI Competitive Scholarship Program. A Full Time Equivalent (FTE) student is defined as one taking 15 credit hours per quarter for three quarters, or 15 credit hours per semester for two semesters. An FTE student is essentially a budget artifice useful in resource allocation and in establishing budgets and cost ceilings. The total number of FTE students to be supported at all three partner institutions is ultimately controlled by the budget available to DAGSI for competitive scholarship awards. A chart showing the most current allocation for a given Ohio biennial budget cycle (i.e., Ohio FY02 and FY03) shall be attached to this procedure (see Figure 1, attached).

DAGSI offers the following categories of competitive scholarships:

- A. Ph.D. level scholarships, full tuition plus assistantship stipend, to full time students only.
- B. Industry scholarships, full tuition, MS or Ph.D. level, full or part time students.
- C. General scholarships, full tuition, MS or Ph.D. level, full or part time students.

For the purpose of differentiating a full time from a part time student, a full time student is registered for or taking eight (8) or more graduate level credit hours in a given school term (quarter or semester). A part time student is registered for or taking less than 8 credit hours per school term.

As a general guideline, the allocation of scholarships across the three categories shown above, as a percentage of the total number of awards, is as follows:

Ph.D. Level:	20 percent
Industry:	30 percent
General:	50 percent

The detailed instructions for evaluating scholarship applicants in each category and determining which individual applicants shall be eligible to receive the available scholarships are contained in DAGSI Operating Procedure OP-01, entitled "Evaluation Criteria and Procedures for the Award of DAGSI Competitive Scholarships". The principal output of OP-01 is a rank ordered listing of applicants in each scholarship category. The DAGSI Operating Committee, consisting of the Deans of the Schools of Engineering of the partner institutions and such other support personnel they select, shall determine the final (composite) rank order of the applicants in each scholarship category, and provide this listing to the DAGSI Director. The Director shall not alter the final rank orderings of the Operating Committee. However, the Director shall use the rank orderings and the available funding in each scholarship category to determine an awards cut-off line. Barring any circumstances to the contrary, all applicants above the cut-off line will be funded.

The final product of the scholarship allocation process is a listing of those applicants selected to receive a DAGSI scholarship, by name, and including the scholarship category, and Home Institution. The administrative support offices of the Deans of the partner schools of engineering shall prepare this listing. This listing precedes formal registration, and is therefore preliminary. However, the listing is useful for planning, and will be provided by the Deans to the appropriate offices (the DAGSI Director, registrars, bursars, student financial aid, etc.) within each Home Institution, and shall be clearly identified as preliminary. The DAGSI Director will notify each applicant whether or not he or she has been selected to receive a DAGSI scholarship, prior to registration.

III. SCHOLARSHIP FUNDS ALLOCATION AND DISTRIBUTION

Controls upon the number of FTE students in each scholarship category at each partner institution essentially determines funds allocation. The DAGSI Director shall prepare a detailed budget based on the FTE students to be funded at each partner institution in each scholarship category, using the current rates of tuition (cost per credit hour) at the respective institution. **This detailed budget establishes a cost ceiling for each DAGSI partner in each scholarship category.** The detailed budget will be coordinated with the Operating Committee and provided to each member of the Committee prior to the start of applicant evaluation and rank ordering. However, the exact number of scholarships ultimately awarded will not be known prior to admission and registration of the scholarship recipients. This uncertainty is primarily because DAGSI cannot know a priori the specific mix of Ph.D. and MS, full and part time students, nor the exact program of study the scholarship student will select. Further, the program of study will likely include courses at the Home Institution and one or both of the partner institutions. The selection of courses

across the partner institutions will not be known until after formal registration of each DAGSI student is complete at all partner institutions.

The distribution of scholarship funds shall occur after formal registration is complete. The principal interface between DAGSI and its scholarship students shall be through the Home Institution selected by the student. Each DAGSI partner institution has in place a system for tracking credit hours by student. At the close of the admission and registration process, the Registrars at each Home Institution will prepare a master listing, by student name, of each and every DAGSI student, which also includes a summation of the credit hours the student has registered for, at each DAGSI partner institution, and the total credit hours for the period (see example, Figure 2). An official copy of this listing shall be provided by each Home Institution to the following: (1) The Director, DAGSI; (2) The Deans of the Schools of Engineering at each partner institution (AFIT, UD, WSU); and (3) the designated offices at the other partner institutions.

It will not be known until after registration and admission at all three partner institutions whether the selected scholarship recipients have in fact registered as DAGSI students. The Operating Committee shall compare the listings of the registrars (Figure 2) with their own listings of candidate scholarship recipients to confirm that these recipients have in fact registered. A final listing shall be prepared by the Committee and distributed to the Director and the appropriate offices (registrar, bursar, student financial aid) at each institution, clearly indicating the Home Institution of each recipient. The listing is the final, official listing of DAGSI Competitive Scholarship students.

A consolidated listing of all DAGSI students by name enrolled in courses at a given Home Institution shall be prepared by the registrars at each Home Institution. This listing shall include all DAGSI students who registered at the Home Institution, and also those who registered at one or both of the other partner institutions for courses to be taken at the Home Institution. The listing would include the credit hours identified to each student, as before (see Figure 3).

Whereas the two forms shown in Figures 2 and 3 appear quite similar, the information to be provided is different. Figure 2 is a list of all students who have selected and registered at a given Home Institution, for courses across the DAGSI partnership. Figure 3 is a list of students registered to attend a specific partner institution, compiled from all three Home Institution registrations.

The information contained in Figure 3, along with the official listing of DAGSI Competitive Scholarship students generated by the Operating Committee, are the principal supporting documents for preparing an invoice to DAGSI from each Home Institution. This information shall be included with or attached to the invoice. Using the total student credit hours of each DAGSI scholarship recipient taken at a given Home Institution and the

prevailing cost per credit hour for the type of scholarship student, the Bursars of each Home Institution shall prepare and submit an Invoice to the DAGSI office.

The DAGSI office will screen the lists provided (Figures 2 and 3) with its own list of scholarship recipients (prepared by the Operating Committee) and reconcile any differences discovered with the respective Home Institution. Following reconciliation, if any, the DAGSI office will issue a single check to each Home Institution in payment of all DAGSI scholarship recipients' full tuition expense. Each Home Institution will acknowledge receipt of this payment to the DAGSI office in writing.

For UD and WSU, the DAGSI scholarship check will be made to the respective institution. For AFIT, payment will be made under the terms and conditions of the Cooperative Research and Development Agreement (CRADA) between the DAGSI corporate office and the AFIT School of Engineering for educational services rendered there under.

IV. ASSISTANTSHIP STIPEND FUNDS ALLOCATION AND DISTRIBUTION

Of the total number of competitive full tuition scholarships available, approximately twenty (20) percent are reserved for the category of full-time Ph.D. students only. These are the only category which include an assistantship stipend, in addition to payment of full tuition. The assistantship stipends, nominally \$15,000.00 per recipient per year, are funded separately from the full tuition scholarships, and are allocated and distributed differently.

First, the full tuition with stipend awards are reserved for the top ranking applicants, regardless of Home Institution. For illustration, it is possible that all awards could go to students of a single Home Institution. In any case, the successful applicants will be chosen by the Operating Committee, as described in DAGSI Operating Procedure OP-01. A listing of the assistantship stipend winners will be provided by DAGSI to the Student Financial Aid and payroll offices of UD and WSU, to the Bursars, and to the Operating Committee. The DAGSI corporate office will serve as AFIT's assistantship office for the purpose of administering DAGSI assistantship stipends only. As soon as possible after the selection of stipend recipients and registration, the appropriate offices at UD, WSU, and corporate DAGSI will establish a payroll account of each recipient, for whom it serves as the Home Institution.

Following receipt of funds from the Ohio Board of Regents, the DAGSI corporate office will provide funding for each assistantship stipend for one year. The funds will be entered into the DAGSI payroll account. However, the actual payout of funds to the student recipients is controlled. Payments shall be made in accordance with the payroll policy of the student's Home Institution. The payroll offices, working with the Bursars, will distribute the assistantship stipend funds according to payroll policy until the funds are exhausted or the student becomes ineligible to draw the funds. Such circumstances could occur if the student fails to meet the graduate school standards of the Home Institution, withdraws, or

is otherwise unable to continue his/her program of study. In all circumstances, the DAGSI Operating Committee shall have the authority to determine whether DAGSI assistantship stipend support shall continue. However, if any DAGSI stipend recipient drops below satisfactory performance, as defined by the Home Institution, DAGSI scholarship and stipend support is subject to withdrawal.

Full time Ph.D. students who have received both full tuition scholarships and assistantship stipends from DAGSI will continue to receive DAGSI support for a second year under the same conditions as the first year. The DAGSI Operating Committee shall review student performance at the end of each school term, for each scholarship and assistantship stipend awarded, and determine whether DAGSI support should continue. The rulings of the Operating Committee on any DAGSI continuing support issue are considered final. In the event that the Operating Committee decides to terminate DAGSI support of a student, the Director, DAGSI will be notified immediately. The Director, in turn, will notify the affected student, Bursar, and the School of Graduate Studies or other designated office of the termination, as soon as possible, and in writing.

V. SCHOLARSHIP PROGRAM DURATION

The DAGSI scholarship program and allocation, award, and administration of the competitive scholarship funds shall occur each term at each institution until the cost ceiling for each DAGSI partner in each scholarship category is achieved in a given Ohio fiscal biennium, and all planned FTE student scholarships are awarded. The DAGSI competitive scholarships are generally annual, starting in the Fall Term and continuing for one academic year (two semesters or three quarters). For successful applicants who remain in good standing with the DAGSI partners for the first year, scholarships will be renewed for a second year, again generally commencing in the fall term. Renewals will take precedence over first-time applicants.

If all FTE scholarships allocated are awarded in a given Fall Term (based upon available funding for that year) the competitive scholarship program is closed for that year, except in unusual circumstances, such as withdrawal of a sponsored student for any reason. In essence, this circumstance could free up committed funding, for additional scholarship awards. Any funding not expended at the end of an Ohio Fiscal Year (June 30) will be carried over to the second fiscal year of the Ohio biennium. Any funding remaining at the end of the second year is subject to recovery by the State of Ohio.

VI. DISTRIBUTION

This Operating Procedure shall be distributed by the Deans of the Schools of Engineering of the partner institutions to the appropriate offices within their institutions (i.e., the offices of graduate studies, student financial aid, registrar, bursar, payroll, accounting and finance,

etc.). Suggestions for changes to this procedure should be sent to the respective Deans of engineering or directly to the DAGSI corporate office.

FALL TERM 02

**NEW SCHOLARSHIP GOALS FOR EACH
DAGSI PARTNER (AFIT, UD, WSU)**

(NO NEW ASSISTANTSHIPS)

Type of Awards	AFIT	UD	WSU
Ph.D. Awards	3	3	3
Industry Awards	6	6	6
General Awards	13	13	13
Total Awards	22	22	22

Notes:

1. The allocation of FTE scholarship goals is based on an equal FTE Model; one-third of the total available to each DAGSI partner.
2. The single exceptions to the FTE Model are the full time Ph.D. Awards with assistantship stipends. The top applicants, regardless of Home Institution should be selected.
3. The top Ph.D. scholarships can include a \$15,000 annual assistantship.
4. Awards (except the specified Ph.D.'s) may be to either MS or Ph.D. students, in full or part time status.
5. Wright-Patt S&E personnel who are sponsored by their employer are eligible to compete for industry scholarships.
6. The values shown above are new scholarships. The prior year renewal awards have already been made.






BOTTOM LINE: Ideally each partner will recruit and enroll one-third of the available FTE Scholarships.

Figure 1.

DAGSI Home Institution Registration Summary

Home Institution: AFIT UD WSU (*Circle one*)

School Term: _____ (i.e., Fall 96)

Student Name (Last, First, M.I.)	Credit Hours Registered For			TOTAL
	<u>AFIT (qtr. hrs.)</u>	<u>UD (sem. hrs.)</u>	<u>WSU(qtr. hrs.)</u>	
Doe, John L.	8	2	3	13
Smith, Mary A.	7	4	1	12
				
<i>(See Note 2)</i>				
Total Credit Hours:	375	175	56	606

Note 1: AFIT and WSU credit hours are quarter hours. UD credit hours are semester hours.

Note 2: DAGSI scholarship students are listed in alphabetical order, by last name.

This form serves two major purposes: (1) It provides the DAGSI office with a summary of the individual students and their involvement outside the Home Institution; and (2) It provides information needed by the other DAGSI partner institutions to complete their invoices.

Figure 2.

DAGSI STUDENT REGISTRATION SUMMARY

Home Institution: AFIT UD WSU *(Circle one)*

School Term: _____ (i.e., Fall 96)

<u>Student Name (Last, First, MI)</u>	<u>Social Security Number</u>	<u>Credit Hours at Home Institution</u>
Smith, John L.	285-82-8710	7
<i>✍</i>	<i>✍</i>	<i>✍</i>
Subtotal:		<hr style="width: 50%; margin: 0 auto;"/> 375

<u>Student Name (Last, First, MI)</u>	<u>Social Security Number</u>	<u>Credit Hours at Partner A</u>
Jones, Mary K.	320-56-1254	4
<i>✍</i>	<i>✍</i>	<i>✍</i>
Subtotal:		<hr style="width: 50%; margin: 0 auto;"/> 150

<u>Student Name (Last, First, MI)</u>	<u>Social Security Number</u>	<u>Credit Hours at Partner B</u>
Meyer, Scott A.	420-12-3201	3
<i>✍</i>	<i>✍</i>	<i>✍</i>
Subtotal:		<hr style="width: 50%; margin: 0 auto;"/> 75

GRAND TOTAL: 600

This form is the principal supporting document for invoices created by each Home Institution and submitted to the DAGSI office for embursement. It shall include a list of all DAGSI students registered to attend a given Institution regardless of their Home Institution.

Figure 3.