

DAGSI OPERATING PROCEDURE OP-03

ALLOCATION, AWARD, AND ADMINISTRATION OF DAGSI PROGRAM ENHANCEMENT SCHOLARSHIPS

I. GENERAL

This Operating Procedure defines DAGSI Program Enhancement Scholarships, describes how these scholarships are allocated and awarded, and also specifies the detailed procedures to be used in the distribution and tracking of the funds allocated to these scholarships.

II. PURPOSE

The award of DAGSI Program Enhancement Scholarships will generally serve one of two purposes: (1) to encourage DAGSI students to take advantage of the expanded opportunities and resource base available through the DAGSI partnership; and (2) to encourage the DAGSI partner schools to increase their combined efficiency and effectiveness in applying this same resource base. This resource base includes the combined faculty, administrative staff, facilities, equipment and funding available to the DAGSI students and to the individual institutions which comprise the DAGSI partnership.

III. DEFINITIONS

The DAGSI Program Enhancement (PE) Scholarships are divided into two major categories, consistent with their purposes, as follows: (1) Student Program Enrichment Scholarships; and (2) Institutional Program Adjustment Scholarships. Each of these categories is further defined in the following subparagraphs:

A. Student Program Enrichment Scholarships. These scholarships are designed to encourage DAGSI students to take courses outside their Home Institution when such courses would strengthen their programs of study, and/or when equivalent courses are not available at the Home Institution. The courses selected must advance the student in his program towards achieving the degree sought, and must also be approved by the student's faculty advisor, and subsequently by the Dean of the respective school of engineering at the student's Home Institution. These scholarships are available only to degree-seeking, full admissions, regular graduate engineering students at one of the DAGSI partner institutions. As for all DAGSI scholarships, these are full tuition; however, they are restricted to no more than two graduate engineering courses per student, per school term. These scholarships are non-competitive, and student eligibility requirements are simply that the student is in good standing at his or her Home Institution, at the time of application. These scholarships will be awarded on a first come/first serve basis until DAGSI funds allocated to the respective Deans of the schools of engineering to support these scholarships are exhausted.

B. Institutional Program Adjustment Scholarships. These scholarships are designed to offset any unfair cost burdens on groups of students directly caused by efforts of the DAGSI partner engineering schools in achieving more efficient or effective use of resources. For example, the partner schools could combine course offerings to eliminate course duplication among or between the partners, and such action could dislocate students, in a manner which causes higher tuition costs than that charged by the Home Institution. These scholarships would pay the full tuition cost of any such dislocation, thereby negating any financial burden on the student. Since these scholarships are the direct result of actions by the partner schools, the students need not apply. All students affected by such actions will automatically receive full tuition scholarships for the courses affected. Any action involving the combination or cancellation of specific graduate engineering courses within the DAGSI partner schools must be approved by the DAGSI Operating Committee. In so far as possible, the DAGSI Operating Committee will strive to determine any course cancellations or substitutions well ahead of the publication of each DAGSI Class Schedule, thereby avoiding the tuition expense to DAGSI of class adjustments after student registration.

In summary, the DAGSI Program Enhancement scholarships are always full tuition and non-competitive. Further, they are limited to certain circumstances, and to certain identified courses. Finally, they are not expected to be a major part of the DAGSI budget.

IV. SCHOLARSHIP ALLOCATION

The model for the planned allocation of DAGSI Program Enhancement (PE) Scholarships is an "equal FTE" model, identical to that used in allocating competitive scholarships as described in DAGSI Operating Procedure OP-02. In the DAGSI budget allocation process, between five (5) and fifteen (15) percent of the DAGSI total budget shall be allocated to support program enhancement scholarships. A chart showing the most current allocation for a given Ohio biennial budget cycle (i.e. Ohio FY 02 and FY 03) shall be attached to this procedure (see Figure 1, attached). As stated (and defined) in Section III above, DAGSI will provide the following two categories of program enhancement scholarships:

- A. Student program enrichment scholarships
- B. Institutional program adjustment scholarships

The allocation of program enhancement scholarships between these two categories is expected to be at least 2 to 1 in favor of the student program enrichment category. However, the exact allocation for each partner institution is entirely dependent upon the decisions of the Deans of the Schools of Engineering, within the specified institutional budget for these scholarships. In any single budget year, either of the categories could be allocated the entire budget amount, depending upon the types of program enhancements perceived by the Deans to be most appropriate for DAGSI and their respective institutions at the time of allocation. Program enhancement scholarship allocations will be reviewed from time to time by the DAGSI Operating Committee and adjustments made as required. These adjustments may include reallocation of program funding within the approved total budget.

V. SCHOLARSHIP APPLICATION AND APPROVAL

The procedures for scholarship application and approval are different for the two categories of program enhancement scholarships. These differences are described in the following subparagraphs:

A. Student Program Enrichment Scholarships. The student who desires one of these scholarships must initiate the process prior to class registration, in consultation with his or her faculty advisor. The faculty advisor will, in turn, consult with the Dean of the respective school of engineering. After consultation, the Dean shall decide whether the scholarship shall be awarded, after considering the overall goals of DAGSI, the availability of the desired course, the faculty advisor's recommendation, the student's desires, and the available funding for these scholarships. The decision of the Dean is final. Award of these scholarships shall be on a first come/first serve basis.

In written communication to the Director, DAGSI, the Dean shall inform the Director of the applicant(s) selected for award of a student program enrichment scholarship. This communication shall include the student's name, SSAN or ID Number, course number, title, credit hours, and the DAGSI partner institution conducting the course (See Figure 2, Sample Letter). Because each Dean has been allocated a budget for program enhancement scholarships, the respective Dean's offices shall verify that the award of these scholarships are within the budget (Figure 2), and that the DAGSI Add Form is entered in the system.

B. Institutional Program Adjustment Scholarships. Only the DAGSI Operating Committee has the authority to approve these scholarships, and they are awarded in the unusual circumstances that the Committee has decided to cancel a course after the course has been published as available for a given school term, students have registered for the course, and an equivalent course is made available at another partner institution. In this circumstance, the Operating Committee will work with the Registrars of the affected partners to develop a listing of the affected students; i.e., those who had registered for the canceled course and who have also subsequently registered for the equivalent course. Only these students will be eligible for and will receive a full tuition scholarship for the equivalent course. No application is required of the affected student(s). The Operating Committee shall prepare a listing of the students who are to receive these scholarships, including the information shown on Figure 3, Sample Letter, to the Director. It is noted that the students who registered for the canceled course are due a refund of any tuition paid, and that the tuition of the equivalent course will be paid by DAGSI. The information shown in Figure 3 will have required a DAGSI Add Form for the equivalent course, prepared by the student, coordinated with the faculty advisor, and transmitted from the Registrar of the student's Home Institution to the partner institution offering the equivalent course.

VI. SCHOLARSHIP FUNDS ALLOCATION AND DISTRIBUTION

The number of program enhancement scholarships that may be awarded in either category is ultimately controlled by the available budget. The DAGSI Director shall prepare a detailed budget based upon 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 each institution. **This detailed budget establishes a cost ceiling on program enhancement scholarships for each DAGSI partner.** The detailed budget shall be coordinated with the Operating Committee and a copy provided to each member of the Committee prior to the start of registration.

Since the Deans and the Operating Committee are directly involved in the approval of awards of the program enhancement scholarships, and have selected the recipients by name and informed the Director, it remains to inform the appropriate offices at each institution of the identity of the scholarship recipients, and the courses and credit hours covered by the scholarships. The Director, DAGSI, shall consolidate the lists received from the Deans and the Operating Committee, and provide copies of the consolidated listing to the Registrars, Bursars, and Student Financial Aid offices of each partner institution. The listing shall be arranged such that the scholarship recipients are placed in one of three groups (AFIT, UD, or WSU) which will conduct the courses to which the scholarships apply.

After registration and admission are complete at all three partner institutions, the Registrars will compare their final listings with the listing provided by the Director, to confirm that the selected recipients have in fact registered for the courses covered by the program enhancement scholarships. The Bursars will use this list and the prevailing cost per credit hour for the courses covered to prepare and submit an Invoice to the DAGSI office. After reconciling the Invoice, the DAGSI office will issue a single check to the respective partner institution covering the full tuition of all program enhancement scholarship recipients at that institution. Because the budget line items are different, the program enhancement scholarships must be clearly separated and tracked, apart from the competitive scholarships described in DAGSI OP-01 and OP-02.

VII. SCHOLARSHIP PROGRAM DURATION

The program enhancement scholarships shall be available at the start of each school term at each partner institution until the budget funding in a given Ohio Fiscal Year is exhausted. Student Program Enrichment Scholarships are awarded upon the recommendation of the student's faculty advisor and approval of the dean of engineering at his or her Home Institution. Institutional Program Adjustment Scholarships must be approved by the Operating Committee, and will take precedence over Student Program Enrichment Scholarships in the funding process. Prior to the start of each Ohio Fiscal Year (on July 1) the budget ceiling for both categories of program enrichment scholarships, for that fiscal year, will have been determined by the Director and coordinated and approved by the Operating Committee. The Director shall be responsible for administering and tracking these scholarship funds, and for closing the program when the funds allocated in each Ohio Fiscal Year are totally committed.

VIII. DISTRIBUTION AND CHANGES

This Operating Procedure shall be distributed by the DAGSI office as directed by the Operating Committee. Suggestions for changes to this Operating Procedure should be sent to the respective Deans, the DAGSI Operating Committee, or directly to the DAGSI corporate office, attention of the Director.

**FTE PROGRAM ENHANCEMENT SCHOLARSHIP
ALLOTMENTS FOR EACH DAGSI PARTNER
(AFIT, UD, WSU)**

<u>Type of Awards</u>	<u>FY '02</u>	<u>FY '03</u>	<u>Total</u>
Institutional Awards	1.00	1.00	2.00
Student Awards	<u>2.37</u>	<u>2.39</u>	<u>4.76</u>
Total Awards	3.37	3.39	6.76

Notes:

1. The allocation of FTE program enhancement scholarships is based on the Equal FTE Model; approximately one-third of the total scholarships available are allotted to each DAGSI partner.
2. An FTE (Full Time Equivalent) student is one registered for or taking 15 credit hours per school term (quarter or semester). An FTE student is essentially a budget artifice. For example, five program enhancement scholarships covering three credit hours each is the equivalent of one FTE student.
3. Awards may be either MS or Ph.D. students, in full or part time status.
4. Total program enhancement scholarships will generally be allocated between 5-15% of total budget in any given year.
5. All program enhancement scholarships are subject to and conditional upon final approval by the DAGSI Operating Committee.

BOTTOM LINE: Ideally each partner will award one-third of the available FTE program enhancement scholarships.

Figure 1.

Figure 2. Sample Letter to Document Student Program Enrichment Scholarships.

MEMORANDUM

SUBJECT: Student Program Enrichment Scholarships
TO: Director, DAGSI
FROM: Dean of DAGSI Partner Institution (Example, AFIT)

The following students have been selected for award of the subject scholarship as shown below:

John J. Jones, SSAN 123-45-6789:
UD Course EGM 544. Mechanics of Composite Structures, 3 sem. hrs.
Home Address
Grad. Level status, i.e., MS or Ph.D.

Mary K. Smith, SSAN 321-54-9876:
WSU Course PHYS 735. Statistical Physics, 4 qtr. hrs.
Home Address
Resident or Non-resident of State of Ohio

DAGSI Add Forms have been completed and forwarded to the respective partner institutions (WSU and UD). I have determined that funding is available within the DAGSI budget allocated to AFIT (or UD or WSU) in support of the subject scholarships.

Robert A. Calico
Dean, Graduate School of Engineering

**Figure 3. Sample Letter to Document Institutional Program
Adjustment Scholarships.**

MEMORANDUM

SUBJECT: Institutional Program Adjustment Scholarships
TO: Director, DAGSI
FROM: DAGSI Operating Committee

The DAGSI Operating Committee has taken action to cancel the following course offering at the University of Dayton for the _____ Term 1995:

-UD Course ELE 506. Solid State Devices, 3 sem. hrs.

In its place, the following course is offered at Wright State University:

-WSU Course EE 531. Electronic Devices, 3 qtr. hrs.

As a consequence of this action, the following graduate students have registered and are to receive a full tuition scholarship for the WSU Course:

Marie A. Ampere, SSAN 213-45-8769



Carl M. Voltage, SSAN 312-65-4789

DAGSI Add Forms have been completed and forwarded to the WSU Registrar. We have determined that funding for these scholarships is available within the total DAGSI budget allocated for program enhancement scholarships.

James E. Brandeberry, Ph.D.
Chairman
DAGSI Operating Committee