

## DAGSI OPERATING PROCEDURE OP-05

### CRITERIA AND PROCEDURES FOR THE RENEWAL OF DAGSI COMPETITIVE SCHOLARSHIP AWARDS

#### I. GENERAL

This Operating Procedure describes how DAGSI competitive scholarships previously awarded are tracked, evaluated and either renewed or terminated, depending on both student performance and periodic assessment of the DAGSI scholarship program by the DAGSI Operating Committee. It also defines the procedures and general schedule to be followed in determining which students shall receive follow-on scholarships and how they will be informed. Finally, sample worksheets and records are included with this procedure to facilitate communication between DAGSI and its scholarship students and to assure adequate traceability and accountability in managing and administering the DAGSI competitive scholarship program.

#### II. SCOPE

This operating procedure applies only to those DAGSI students who have previously been awarded one of the DAGSI competitive scholarships as fully described in DAGSI Operating Procedures OP-01 and OP-02, and who have compiled a record sufficient for evaluation by the DAGSI Operating Committee. Such record will usually consist of student performance for at least one school term (quarter, semester, or both) under sponsorship of a DAGSI competitive scholarship.

#### III. GENERAL RULES

For all DAGSI competitive scholarship recipients, whether MS or Doctoral level, full or part time students, the following general rules apply:

**A. Student Status.** A DAGSI scholarship student must be and must remain a student in good standing at his or her Home Institution, as defined by the Home Institution. The student's overall status is determined in consideration of his or her documented academic performance and any other policy, rules, regulations or standards of the Home Institution considered integral to the student's status. DAGSI will not concern itself with any major modifications or other matters pertaining to whether a student is or is not in good standing at a partner institution. However, any DAGSI scholarship student not in good standing at a partner institution (AFIT, UD, or WSU) shall be viewed likewise by DAGSI and will not, in general, be eligible for DAGSI continuing scholarship support.

**B. Scholarship Continuation.** DAGSI Scholarship students who remain in good standing at the DAGSI partner institutions will generally be eligible for renewal of their

scholarships each and every school term until they achieve the degree sought. Renewal scholarships (in general) have priority over any first time awards, within available DAGSI funding. This means that a DAGSI scholarship recipient need not re-compete to receive continuing scholarship support, provided he or she remains in good standing and is making satisfactory progress toward the degree. However, DAGSI will obtain information from the student and the partner institutions as required to assure each DAGSI scholarship student is maintaining acceptable status.

**C. Financial Considerations.** It is important to understand that the great majority of DAGSI funding for competitive scholarships is provided by the State of Ohio. Accordingly, all DAGSI scholarships are conditional upon receiving the requested grant funding from the state agency assigned to oversee the DAGSI program. In the event funding is inadequate to support continuation of DAGSI scholarships already awarded, the evaluation subsequently described herein will also serve to rank order scholarship students, and this rank order will be used to determine which students will be continued and which students will not. The DAGSI Operating Committee will determine the final rank ordering, and the Director will determine the final cut line, based upon available funds. Those above the cut line will be supported, and conversely.

**D. Timelines.** Each of the DAGSI partner institutions has a specified time limit for completion of a given MS or Doctoral program, and each also has rules regarding this time limit. The DAGSI scholarship student shall be bound to the timeline rules of his or her selected Home Institution. In evaluating the student's performance to determine whether DAGSI should continue its scholarship support, an important aspect of the evaluation will be whether the student is making satisfactory progress toward the degree sought via his or her approved program of study and research. Unsatisfactory progress towards the degree sought may be sufficient cause for termination of DAGSI scholarship support. This factor will be evaluated by the Operating Committee at the end of each school term. Recommendations of the Operating Committee to terminate or continue DAGSI scholarship support shall be implemented by the Director.

**E. DAGSI Program Enhancement.** DAGSI has emphasized the need for its scholarship students to cross-register, and has established an overall written goal of twenty (20) percent of the total course work (in credit hours) of the aggregate DAGSI student body to be taken outside the Home Institution. In evaluating scholarship student performance, the records of each scholarship student will be evaluated to determine whether the student is taking advantage of the cross-registration opportunities. The DAGSI Operating Committee shall include this factor in its evaluation. The Operating Committee has the decision authority to terminate DAGSI scholarship support based on this factor. Decisions of the Operating Committee shall be implemented by the Director.

#### IV. DETAILED PROCEDURES AND SCHEDULE

This section describes the detailed procedures to be followed in data collection, student evaluation, scholarship continuation, and other communications and reporting requirements. It also addresses the various letters and forms to be used in the total process of renewal of DAGSI competitive scholarships. A generic schedule of key events is provided, and sample letters and forms are included as attachments to this Operating Procedure.

**A. Frequency of Evaluations.** The Operating Committee and the Director shall meet at least once per year to formally evaluate the performance and other records of DAGSI scholarship students. The evaluation shall be conducted after completion of either the Fall or Spring Terms, respectively, and after receipt of all data needed to conduct the evaluation. More than one evaluation may be conducted, at the option of the Operating Committee.

**B. Schedule.** A summary schedule shall be prepared by the Director and approved by the Operating Committee, showing the specific calendar dates of each event. The generic schedule is presented as follows:

<u>Event</u>	<u>Time Frame</u>
1. DAGSI Director letter to scholarship students	Two weeks prior to registration
2. Scholarship renewal information requested	At registration
3. Renewal information received	One week after end of registration
4. Student evaluation of DAGSI operations requested	Two weeks after end of registration
5. Renewal information and other data evaluated	Three weeks after registration
6. Scholarship recipients informed (renewal or not)	Four weeks after registration
7. Student evaluations received, analyzed, reported	Five weeks after registration

Event 1, above, is a letter from the Director to each recipient, encouraging him or her to take full advantage of the resources offered through the DAGSI partnership, and reminding each student of DAGSI's need to achieve its cross-registration goals. A sample letter is included herewith as Attachment 1. The letter is sent out approximately two weeks prior to registration, to assure that cross-registration opportunities are fresh in the minds of the DAGSI scholarship recipients, as they register.

Event 2. At or near the time of registration at the student's Home Institution, the DAGSI Director will provide each scholarship student with a Scholarship Renewal Information sheet, which the student must complete and return to the DAGSI corporate office. A copy of a sample cover letter and the Scholarship Renewal Information sheet is included herewith as Attachment 2. The information requested identifies the student and his or her program of study, DAGSI-sponsored academic performance, and the courses most recently registered for.

Event 3 is the deadline date for receipt of the completed Scholarship Renewal Information sheet at the DAGSI corporate office. The Director will be responsible for assuring that all scholarship recipients reply on time with the information requested. The Director will organize the database for subsequent evaluation by the Operating Committee.

Event 4 is DAGSI's principal means of obtaining feedback from its sponsored students. A survey questionnaire will be provided to each scholarship student, covering the technical and administrative operations of DAGSI, and will solicit the student's opinion in each major operational area. A sample cover letter and survey sheet for use in collecting the data is included as Attachment 3. These data are in support of a DAGSI Key Performance Measure (KPM #8) to solicit and analyze feedback from DAGSI students, in hopes of strengthening DAGSI's overall operations.

Event 5 is the scheduled date of completion of the evaluations of all DAGSI scholarship recipients by the Operating Committee. Using the scholarship renewal information provided by the Director, the Committee shall determine which scholarships are to be renewed and which are not. A final listing will be prepared by the Director showing the results of the evaluation. This listing shall be provided to each member of the Operating Committee.

Event 6 is a communication (letter) from the Director to each DAGSI scholarship student, informing the student whether his or her scholarship will be renewed. Sample letters are included herewith as Attachment 4. These letters will be posted within one week after the individual evaluations are completed by the Operating Committee. For those students whose scholarships are to be terminated, the DAGSI Director shall notify the appropriate administrative offices at the student's Home Institution (i.e., registrar, bursar, student aid) as soon as possible after the Operating Committee decision to terminate support.

Event 7 is the analysis of student feedback collected earlier in response to DAGSI's survey questionnaire (Event 4). The evaluation of DAGSI by the scholarship recipients is purposely decoupled from and subsequent to the evaluation of scholarship recipients by the Operating Committee. The DAGSI Director shall analyze the completed surveys, and summarize the results in a written report to the Operating Committee approximately five (5) weeks after registration for the Spring and/or Fall Terms. The reports shall be used by the Operating Committee and the Director to improve and refine DAGSI technical, management, and administrative operations.

## **V. DISTRIBUTION**

This Operating Procedure shall be distributed by the Director to each member of the Operating Committee. Further distribution is at the discretion of the Director and the members of the Operating Committee.

## **VI. AMENDMENTS**

This Operating Procedure may be amended at any time, but only after formal concurrence with the proposed amendment by the DAGSI Operating Committee. The Director, DAGSI shall be responsible for maintaining the most current version of this Operating Procedure on file, and for assuring that any proposed amendments are in fact reviewed and approved by the Operating Committee. After an amendment is approved, a new effectivity date will be annotated on the front page of this Procedure, and copies distributed as described in V, above.

DAGSI Scholarship Recipient  
Name and Address

Dear (name):

As the end of the present school term approaches, we take this opportunity to remind you of the exceptional opportunities available to you, as a consequence of the DAGSI partnership and your scholarship. You may register for and take any of the graduate engineering courses offered at AFIT, UD, or WSU. These courses are listed in the DAGSI Graduate Engineering Class Schedule, Winter 96 issue, and further described in the 1995-97 DAGSI Graduate Catalog.

One of the major goals of the DAGSI partnership is to expand the resource base available to DAGSI students, in terms of faculty, facilities, equipment, and curriculum diversity. Our overall goal is to achieve a minimum cross-registration of 20 percent of the course work of the DAGSI scholarship winners, taken in the aggregate.

By registering for courses outside your Home Institution, you will be capitalizing upon a major opportunity brought by the DAGSI partnership, while also helping us to achieve our cross-registration goals. Future funding for DAGSI itself, and for your scholarship is partly dependent on achieving the goals of the current program.

Please confer with your faculty advisor(s), as you formulate your specific program of study and research. If it makes good sense for you to participate in courses outside your Home Institution, by all means do so. In this manner, your program of study can be specifically tailored to your personal needs while you help us achieve our goals.

On behalf of the DAGSI Team, I take this opportunity to wish you every success as a DAGSI student and in your chosen career thereafter.

Very Truly Yours,

Ernest F. Moore  
Director

**Attachment 1**

DAGSI Scholarship Recipient  
Name and Address

Dear (name):

Please find attached a DAGSI Scholarship Renewal Information Sheet, which you are requested to complete and return. The information requested is essential to DAGSI in its deliberations regarding renewal of your scholarship (and stipend) for the next school term. Please note the deadline date for receipt of the completed information.

Conditional upon available scholarship funding, you do not have to re-compete with new applicants for the next round of scholarship awards. However, we need to know that you are a student in good standing at your Home Institution; that you are making satisfactory progress toward the degree sought; and that you are supporting DAGSI's own goals, when feasible, by taking advantage of the increased opportunities brought by the DAGSI partnership.

On behalf of the DAGSI Partners, I congratulate you again on winning a DAGSI scholarship, and we all hope for your continued success in the program. If you have any questions, please call the Dean's office at your Home Institution or you may call me directly.

Very Truly Yours,

Ernest F. Moore, Ph.D.  
Director

**Attachment 2**



**THE DAYTON AREA GRADUATE STUDIES INSTITUTE**  
**SCHOLARSHIP RENEWAL INFORMATION**  
**1998**

**I. GENERAL INFORMATION**

Name: \_\_\_\_\_

Student Identification Nr. \_\_\_\_\_

*(Last, First, Middle)*

Home Address: \_\_\_\_\_

*(No. and Street, City, State, Zip Code)*

Phone Number: (\_\_\_\_) \_\_\_\_\_

**II. PROGRAM PLANNING INFORMATION**

Home Institution:      AFIT      UD      WSU      Graduate Degree Sought:      MS

Doctoral \_\_\_\_\_

Student Status:      Full Time      Part Time

Specific Degree Sought: \_\_\_\_\_ (i.e., ME, EE, etc.)

Planned Completion: Month/Year: \_\_\_\_\_ Quarter/Semester: \_\_\_\_\_

**III. PRIOR ACADEMIC PERFORMANCE (DAGSI sponsorship only)**

<u>Course Nr.</u>	<u>Course Name</u>	<u>School</u>	<u>Credit Hours</u>	<u>Grade</u>
		(AFIT, UD, or WSU) (s.hr. or qtr. hr.)		
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Total:** \_\_\_\_\_ (GPA)

**IV. COURSES CURRENTLY REGISTERED FOR:**

<u>Course Nr.</u>	<u>Course Name</u>	<u>School</u>	<u>Credit Hours</u>
		(AFIT, UD, or WSU) (s. hr. or qtr. hr.)	
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Total Hours:** \_\_\_\_\_

**Please complete and return this information sheet as soon as possible, but not later than January 30,**

1998, to Dr. Frank Moore, Director, DAGSI, 3171 Research Blvd., Suite 109, Kettering, Ohio 45420, or FAX to DAGSI, Attn: Dr. Moore at (937) 259-1348.

**Date: Approximately 2 weeks after registration**

Scholarship Recipient  
Address

Dear Recipient:

Please find attached a Scholarship Student Critique form, which we are asking each DAGSI scholarship recipient to complete and return to us by January 12, 1996. DAGSI management will consolidate and analyze the replies of all scholarship students in hopes of identifying common concerns and improving our management, technical, and administrative operations. The information requested has no other purpose.

We take this opportunity to wish you continued success in your graduate engineering studies. If you have any questions regarding our request or the attached form, please contact the DAGSI Corporate office at (513) 259-1346 or 259-1347.

Very Truly Yours,

Ernest F. Moore, Ph.D.  
Director

**Attachment 3**  
**Page 1 of 3 pages**



# THE DAYTON AREA GRADUATE STUDIES INSTITUTE SCHOLARSHIP STUDENT CRITIQUE

**I. GENERAL.** This student critique form is to be used in support of DAGSI's goal to improve its operations via DAGSI scholarship student feedback. We are interested in your candid and constructive comments in each of the areas mentioned below. The information you provide will be aggregated with that of many other DAGSI scholarship recipients to help us identify major areas for improvement. The requested information is strictly separated from information regarding your scholarship renewal. In no instance or manner shall the information provided with this form affect your scholarship, or any performance evaluations related to such scholarship.

Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Last, First, Middle

Home Institution: \_\_\_ AFIT; \_\_\_ UD; \_\_\_ WSU

Student Level: \_\_\_ MS; \_\_\_ Doctoral

Student Status: \_\_\_ Part Time; \_\_\_ Full Time

**II. SUPPORT SERVICES.** On a scale of 1 to 5, how would you rate the following administrative support areas (1 - Well above average; 2 - Above average; 3 - Average; 4 - Below Average; 5 - Well below average). If you have no experience in any of these areas, please enter N/A, for Not Applicable. Please recall your own recent experience in these areas:

Registrar \_\_\_\_\_  
Bursar \_\_\_\_\_  
Financial Aid \_\_\_\_\_

Dean's Office \_\_\_\_\_  
DAGSI Corporate Office \_\_\_\_\_

Please describe any difficulties you encountered in your dealings with any of these offices: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please provide your recommendations for improving the administrative processes or services of DAGSI: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

On the same 1 to 5 scale, how would you rate the following:

Faculty technical knowledge/assistance pertaining to DAGSI: \_\_\_\_\_  
Knowledge/Assistance provided by the Dean's office staff: \_\_\_\_\_  
Knowledge/Assistance provided by the DAGSI Corporate Office/Staff: \_\_\_\_\_  
Department Assistance in constructing your program of study & research: \_\_\_\_\_

Your satisfaction with DAGSI's technical operations: \_\_\_\_\_  
Your sense of DAGSI attention and responsiveness to your needs and concerns: \_\_\_\_\_  
Satisfactory resolutions of any issues you may have surfaced: \_\_\_\_\_

**III. DAGSI PUBLICATIONS.** Again on a 1 to 5 scale, please rate the following:

	<u>Adequacy</u>	<u>Availability</u>
DAGSI 1995-97 Course Catalog:	_____	_____
DAGSI Graduate Engineering Class Schedule:	_____	_____
DAGSI Newsletter (SAVANT):	_____	_____
DAGSI Written Communications:	_____	_____
DAGSI Scholarship Applications/Forms:	_____	_____
DAGSI Registration Forms:	_____	_____

**IV. SCHOLARSHIP IMPACT.** Please comment on the DAGSI scholarship and whether and how it as affected your career planning:

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**V. OTHER.** If you have any other areas of concern or wish to make additional comments or suggestions, please write these here.

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**Please complete and return this information sheet as soon as possible, but not later than February 9, 1996, to Dr. Frank Moore, Director, DAGSI, 3171 Research Blvd., Kettering, Ohio 45420, or FAX to DAGSI, Attn: Dr. Moore at (513) 259-1348.**

DAGSI Scholarship Recipient  
Name and Address

Dear (name):

The DAGSI Operating Committee has completed its review of your academic performance and progress through the XX Term XX. On behalf of the Committee, I am pleased to inform you that your full tuition scholarship (and stipend) will be continued for the school year commencing with the Fall Term XX, and provided that you remain in good standing at your Home Institution, and are making satisfactory progress toward the degree sought. Your tuition will be paid by DAGSI to your selected Home Institution and to any of the other two DAGSI partner institutions you will attend.

Congratulations and best wishes for your continued success.

Sincerely,

Ernest F. Moore, Ph.D.  
Director

**Attachment 4**  
**Page 1 of 2 pages**

DAGSI Scholarship Recipient  
Name and Address

Dear (name):

The DAGSI Operating Committee has completed its review of your academic performance and progress through the Fall Term 1995. We regret to inform you that DAGSI will not be continuing your scholarship (stipend) support.

On behalf of the Committee, we hope that you will still be able to take advantage of the expanded opportunities and resource base available through the DAGSI partnership.

We are planning another round of scholarship awards for the Fall Term 1996, and encourage you to consider re-applying at that time.

Very Truly Yours,

Ernest F. Moore, Ph.D.  
Director

**Attachment 4**  
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