

DAGSI OPERATING PROCEDURE OP-06

REALLOCATION OF SURPLUS COMPETITIVE SCHOLARSHIP FUNDS

I. GENERAL

This Operating Procedure describes how DAGSI surplus competitive scholarship funds are to be reallocated, awarded, distributed, and tracked. Additional competitive scholarship funds may be available as a consequence of several circumstances which would preclude a DAGSI competitive scholarship selectee or recipient from using the scholarship. Further, such circumstances may occur throughout a school year. The following is a listing of circumstances which would likely result in excess scholarship funds:

- The scholarship student leaves the region, is personally incapacitated, or experiences personal difficulties precluding continuation.
- The scholarship student fails to maintain the academic standards and requirements of the DAGSI Home Institution, leading to withdrawal of the scholarship by the DAGSI Operating Committee.
- The student has other means of support (scholarships, personal assets, employer educational benefits, etc.) which the student determines to be preferable to the DAGSI scholarship.
- The student formally declines the DAGSI scholarship after selection and a written DAGSI offer, under any circumstances.

The kind and amount of additional funding available is dependent upon the specific scholarships terminated (full or part time; MS or Ph.D.; with or without stipend); and also upon the Home Institutions and their tuition rates (i.e., Ohio resident or non-resident at WSU; government or non-government at AFIT). The amount of surplus funding will also depend on the time of termination. Since allocation of DAGSI scholarship funds is linked to the Ohio fiscal year and the academic year which starts with the fall school term, less surplus funding is available if scholarship termination occurs nearer to the end of these periods. It is important to have a policy in-place to efficiently handle these various circumstances, and to make good use of the surplus scholarship funds that such circumstances would generate.

II. SCHOLARSHIP REALLOCATION

In March each year, DAGSI conducts its competitive scholarship program, soliciting and evaluating hundreds of scholarship applications and rank ordering the respondents. The

rank ordered listing of applicants by the DAGSI faculty teams at the partner institutions, and the final (composite) rank ordering by the DAGSI Operating Committee, as described in DAGSI Operating Procedures OP-01 and OP-02, serve as the baseline documents for scholarship awards. The rank-ordered listing is provided to the Director, who applies available funding in each scholarship category and determines an awards cut-off line. In general, all applicants above the cut-off line are subsequently funded, and those below are not. These scholarship awards are applicable to the Fall school term immediately following the rank-ordering process.

Since the rank ordering of applicants for the above-described cycle is an annual event, the same rank ordering shall serve as the basis for any reallocation of awards throughout the school year initiated with the same Fall term. The following rules apply to the reallocation process:

- Any surplus competitive scholarship funds may only be used to support additional competitive scholarships.
- The Home Institution affected by any scholarship terminations, whatever the cause of termination, shall have primary access and control of the surplus funds generated thereby.
- The final rank-ordered listing of applicants in the respective competition at the affected Home Institution shall be the basis of additional scholarship awards.
- In no instance shall the value of the competitive scholarship awards given through reallocation exceed the value of the initial budget allocation for these awards at a specific Home Institution.
- In general, a scholarship award through reallocation should be of the same type and category as the scholarship not used; i.e., Full-time Ph.D., full tuition plus stipend; Industrial, full tuition, MS or Ph.D. level, full or part time; or General, full tuition, MS or Ph.D. level, full or part time.

There is no DAGSI desire or requirement to reassemble the faculty evaluation teams or the Operating Committee to determine which students will be offered scholarships through reallocation of available funds.

III. SCHEDULING CONSIDERATIONS

Although unused scholarship funds may become available at any time during the school year, the most likely timing coincides with the school terms in a given academic year. The first such period is between the offer of a scholarship in March each year and the start of classes in the fall (August, September) of that year. The Director, DAGSI, is in contact

with the scholarship selectees and will know in late May whether the fall term selectees have formally accepted (or refused) their scholarships. The Director will inform the Operating Committee and the respective Dean's office of any refusals by early June. The respective Dean will inform the Director of the students (if any) who are to be awarded a competitive scholarship through the reallocation of scholarship funds. The Director, in turn will assure that adequate funding is available and will notify the new selectees of their good fortune. The remainder of the process for these students is then identical to that used for the initial selectees, as described in DAGSI Operating Procedure OP-02.

The second key period is after student registration is complete. The process described in OP-02 will reveal which of the DAGSI scholarship recipients have registered and which ones have not. For those not registered as a consequence of student refusal of the scholarship, funds will be freed up for award in the next school term, and the process to be used is essentially the same as described above.

The third key period is the annual evaluation of DAGSI scholarship student performance, and subsequent decisions of the Operating Committee to terminate any competitive scholarships. The Operating Committee evaluates the performance of DAGSI scholarship students at least once per year after the initial scholarship award. This evaluation will generally occur after registration for the Winter Term in any year. The policy and procedures used in this evaluation are described in DAGSI Operating Procedure OP-05. Historically, this performance evaluation has resulted in a small, but significant, percentage of non-renewals, which makes additional funds available for reallocation, as early as the start of the spring school term. During the performance review, the respective Dean of engineering will determine whether any additional scholarships are to be awarded as a consequence of his decision to terminate any existing scholarships. Again, the process described above will be used to assure that all involved are informed, and appropriate budget adjustments are made.

DAGSI will not reallocate surplus competitive scholarship funds other than during the three key periods, and for the reasons, mentioned above.

IV. DOCUMENT CHANGES AND DISTRIBUTION

This operating procedure shall be distributed by the DAGSI corporate office to all principal offices at the DAGSI partner institutions which are involved in the DAGSI Competitive Scholarship Program, including offices of the registrars, bursars, student financial aid, and deans of the respective schools of engineering. The DAGSI corporate office shall be responsible for maintaining the most current version of this procedure and for distributing any changes thereto or replacements thereof. Recipients of this operating procedure are encouraged to provide any recommendations for amendment to the Director, DAGSI. Such recommendations are subject to review and approval of the DAGSI Operating Committee, which retains final approval authority.