

DAGSI OPERATING PROCEDURE OP-08

CRITERIA GOVERNING THE USE OF DAGSI TUITION SCHOLARSHIP FUNDS

I. GENERAL

The purpose of this Operating Procedure is to provide specific guidelines and criteria involving the use of DAGSI tuition scholarship funds for the payment of graduate engineering student tuition. These criteria apply to both competitive scholarship awards and to program enhancement scholarship awards.

II. SPECIFIC CRITERIA

1. DAGSI will not pay for any audit courses, because these courses do not lead to credits awarded toward the degree sought.
2. DAGSI will not pay tuition for courses taken outside the partner schools of engineering, unless such courses are a part of the student's approved program of study and research, signed off by the student's faculty advisor, and approved by the department head and the Dean of Engineering at the student's Home Institution.
3. DAGSI will not pay for any remedial or undergraduate courses, unless these are a part of the student's approved program of study and research, signed off by the student's faculty advisor, and approved by the department head and the Dean of Engineering at the student's Home Institution.

III. DROPPED COURSES

DAGSI will not pay the partner institution nor reimburse the student for dropped course charges. The settlement of any issues arising from this policy is between the student and the applicable school, and is governed by the written policy of that school. Under such policy, the student may be liable to pay the school in its efforts to recover funds.

IV. MISCELLANEOUS EXPENSES

At each DAGSI partner institution there may be additional fees and charges to cover expenses, such as registration fees, course drop-out fees, graduate application and graduation fees, charges for transcript copies and other miscellaneous items. In general, payment of these fees and charges is the responsibility of the DAGSI student. DAGSI scholarship funds are for tuition only, and are paid at the current rate per credit hour of the institution furnishing the course.

V. FULL-TIME VS PART-TIME STUDENTS

DAGSI defines a full-time graduate engineering student as one taking eight (8) or more credit hours of course work within his or her approved program of study and research. A DAGSI Ph.D. student who has received an assistantship with a full-tuition Ph.D. scholarship must remain a full-time student. Other students may be full-time in one school term and part-time in another, and DAGSI will not penalize a student for changing from full to part-time, or conversely. The main requirement is that the student remain in good standing as defined by the Home Institution and DAGSI.

VI. DISTRIBUTION AND MAINTENANCE

Copies of this Operating Procedure shall be provided to all members of the DAGSI Operating Committee and to the Registrar, Bursar, and Student Financial Aid Officer of the DAGSI partner institutions. Copies of this procedure shall be provided to each DAGSI scholarship recipient, upon and concurrent with the scholarship acceptance agreement in the case of competitive awards, or the DAGSI approval letter for program enhancement scholarship awards.

The DAGSI Operating Committee retains approval authority for this Operating Procedure and any changes thereto. The Director DAGSI is responsible for maintaining and distributing the current, approved version of this Operating Procedure.

Recommendations for changing this document should be submitted in writing to the Director, DAGSI.

MEMORANDUM

SUBJECT: How DAGSI Tuition Scholarship Funds May and May Not Be Used
TO: All DAGSI Tuition Scholarship Recipients
FROM: Dr. Elizabeth Downie, Director

We get many inquiries from students who have received or are presently receiving tuition scholarships from DAGSI. To clarify various situations that may arise, we have established DAGSI Operating Procedure (OP-08) entitled: "Criteria Governing the Use of DAGSI Tuition Scholarship Funds". A copy is attached.

We recommend that you read this procedure carefully and retain it with your DAGSI scholarship records. If you have any questions, please call the DAGSI corporate office at (937) 781-4000.