Commonwealth Graduate Engineering Program

Policies and Procedures Manual

Version
9-1-2017

Contents

Overview

The Commonwealth Graduate Engineering Program (CGEP) was formed in 1983
as a mechanism by which masters-level graduate engineering education could be made available
to working engineers in the Commonwealth of Virginia and beyond. The participating
universities developed the program in response to the continuing education needs
of engineers working in Virginia companies and government organizations. The program offers
graduate engineering courses, leading to either a non-research Master of Science or a non-
research Master of Engineering degree, by means of on-line learning technologies, both
synchronous and asynchronous. Masters degrees are available through CGEP from
five participating universities—George Mason University (GMU), Old Dominion University
(ODU), the University of Virginia (UVA), Virginia Commonwealth University (VCU), and
Virginia Tech (VT). In addition to a primary focus on Virginia's working engineers, the program
seeks to use the digital availability of its courses to enhance learning at the five participating
universities and to disseminate engineering knowledge beyond the bounds of the Commonwealth
of Virginia.

The program has several guiding principles that have served participants well throughout the
program's lifetime:

1. The program is designed to provide a complete master's degree using both synchronous
   and asynchronous on-line learning technologies.
2. Courses offered through this program are the regular on-campus courses.
3. All students, both on-campus and off, can communicate with each other and with faculty
   through synchronous learning technologies.
4. CGEP is supported by regional institutions, university higher education centers, federal
   government organizations, or industrial education offices.
5. All classes are captured digitally (i.e. archived) and available for viewing by students.
6. There are formal evaluation procedures in place that examine the performance of
   students, the satisfaction of students, and the reliability and quality of the
   course delivery technology.
7. The program has been developed in response to the combined interests of technology
   companies in Virginia.

This document summarizes the current policies and procedures that guide CGEP operations.
The policies and procedures listed here have been agreed to by the five participating universities.
All five universities agree to implement and abide by these policies and procedures.

Program Leadership and Oversight

CGEP Directors

From the outset of the program in 1983, each of the participating universities has appointed a
professional administrator to serve as lead point-of-contact for their university's participation in

CGEP. These administrators are most often assistant or associate deans within the engineering schools of their respective universities. The individuals currently serving in the role of CGEP Director for their institution are listed in the section "Current CGEP Contacts".

CGEP Program Administrators

In addition to the CGEP directors at all five schools, each institution has a CGEP program administrator who oversees the day-to-day operation of CGEP activities associated with their individual school. The individuals currently serving in the role of CGEP program administrator for their institution are listed in the section "Current CGEP Contacts".

CGEP Technology Leaders

From its earliest days, CGEP has relied upon distance learning technology to accomplish its goal of educating working engineers at a distance. Currently the individuals serving as key decision makers regarding CGEP technology employed by their institution are listed in the section "Current CGEP Contacts".

Current CGEP Contacts

	CGEP Director	CGEP Administrator	Technology Leader	Graduate Admissions POC
University of Virginia	Dr. William Guilford Director of Educational Innovation School of Engineering and Applied Science University of Virginia Ph: 434-243-2740 Em: guilford@virginia.edu	Jennifer Mauller School of Engineering and Applied Science University of Virginia Ph: 434-924-4051 Em: jab3z@virginia.edu	Michael Redwine School of Engineering and Applied Science University of Virginia Em: mr7va@virginia.edu	Iva Gillet SEAS Graduate Student Administrator University Of Virginia School of Engineering and Applied Science Graduate Records Office P.O. Box 400242 Charlottesville, VA 22904-4242 tel: 434-924-3734 fax: 434-982-3044 Iva3@virginia.edu
Virginia Tech	Dr. Glenda Scales Associate Dean, Global Engagement & Chief Technology Officer College of Engineering Virginia Tech	Adrienne Young College of Engineering Virginia Tech Ph: 540-231-9754 Em: Adrien2@vt.edu	Ryan Spoon College of Engineering Virginia Tech Ph: 540-231-9754 Em: TBD	Janice E Austin, Director of Graduate Admissions and Academic Progress E-mail: jema@vt.edu.

	Ph: 540-231-9754 Em: gscales@mail.vt.edu			Phone: 540-231-8636. Address: Graduate School (MC 0325)
Virginia Commonwealth University	Dr. Gregory Triplett Associate Dean of Graduate Studies Professor of Electrical and Computer Engineering VCU School of Engineering Ph: 804-828-5387 Em: getriplett@vcu.edu	Carol Green School of Engineering Virginia Commonwealth University Em: clgreen23@vcu.edu	Anil Chatterji School of Engineering Virginia Commonwealth University Ph: 804-828-1261 Em: anilc@vcu.edu	Lori Floyd-Miller School of Engineering Virginia Commonwealth University engrgrad@vcu.edu
George Mason University	Dr. Daniel Garrison Director of Online Education Volgenau School of Engineering George Mason University Ph: (703) 993-1504 Em: dgarriso@gmu.edu	Joann Pyon Volgenau School of Engineering George Mason University Ph: (703) 993-1504 Em: cgep@gmu.edu	Jonathan Goldman Volgenau School of Engineering George Mason University Ph: (703) 993-3506 Em: jgoldman@gmu.edu	Suddaf Ismail Director, Graduate Admissions & Enrollment Services Ph:703-993-1512 sismail@gmu.edu
Old Dominion University	Dr. Linda Vahala Associate Dean Frank Batten College of Engineering And Technology Old Dominion University Ph: (757) 683-4968 Em: lvahala@odu.edu	Jayne Massey Frank Batten College of Engineering and Technology Old Dominion University Ph: (757) 683-3720 Em: jmassey@odu.edu	Andy Casiello Academic Technology Services Old Dominion University Ph: (757) 683-5314 Em: acasiell@odu.edu	Contact engineer@odu.edu for all inquires

CGEP Advisory Board

Advisory Board Members

Since 2003 CGEP has had an advisory board that supplies the CGEP Directors with valuable guidance regarding the ongoing administration and development of the program. The board meets twice each year, typically in April and October, at locations around Virginia. The board is comprised of leaders from the distance learning community, e.g. corporate and state representatives, university faculty and administrators, and CGEP students. Each board member is appointed to a four-year term that begins with the fall meeting each year. When a board member's term expires, she or he may be invited to renew as a board member for another four

years, or the mutual decision may be made to invite a new individual onto the board. The current membership of the board is as follows:

Term expires in 2018
- Jean Mottley – SCHEV
- Zuzanna Stern – Micron
- Brian Warner - Rolls Royce

Term expires in 2019
- Audrey Lohr – NSWC Dahlgren
- Butch Brenton – Newport News Shipbuilding
- John Provo - VT

Term expires in 2020
- Bill Pfister – BWX Technologies
- Liz Povar – Riverlink Group
- Laura Fornash - McGuire Woods
- David Alvarez – Altria
- Colin Britcher - NIA
- Christopher Emory - SOVA Motion

Ex Officio
- Bob Bailey – Executive Director, CAER

Mission statement: The Commonwealth Graduate Engineering Program (CGEP) Advisory Board will enhance CGEP's service to the Commonwealth of Virginia as the distance-learning provider of post-baccalaureate education for practicing engineers and scientists who want to maintain and enhance their skills. The CGEP Advisory Board is expected to provide:

Strategic Focus
    • Offering an additional perspective to CGEP regarding the science and engineering higher education interests of corporate Virginia.
    • Identifying improved ways in which to use existing state revenues for science and engineering post-baccalaureate education.
    • Acting as a CGEP advocate to the state legislature or federal funding agencies when new resources are deemed necessary by the CGEP Advisory Board and the five CGEP schools.

Customer Focus (Student or Employer)
    • Critiquing CGEP's current program of course delivery, degree offerings, and student recruitment.
    • Critiquing CGEP's plans for curriculum development and faculty incentives, infrastructure investment, and program marketing and recruiting.

Employer Focus (New Customers)
- • Recommending to the CGEP Directors a prioritized list of CGEP activities
- • Indicating where the Board believes resource investments will generate CGEP growth and success.

Composition: The CGEP Advisory Board will be composed of individuals who can bring value to CGEP. CGEP Advisory Board members will not necessarily be employed by industry. The value of an individual member shall be defined by his or her ability to provide strategic, customer, or employer insight. Specifically, it is expected that members of the board will have the ability to:

- • Direct CGEP toward organizations (e.g. companies, national labs, military facilities) and education program offerings that will contribute to growth of CGEP enrollments.
- • Recommend effective investments of CGEP resources.
- • Identify profitable engineering science education markets into which CGEP can expand.
- • Advocate CGEP in the Virginia state legislature when the program deems new state resources to be necessary for continued program development.
- • Express support for CGEP proposals to federal funding agencies for resources to enhance the distance education offerings of the program.
- • Offer a unique, valuable perspective on engineering science higher education in Virginia.
- • Provide insight into how best to make distance education a rewarding experience for faculty teaching in the program.
- • Provide insight into how best to motivate companies to enroll their students in CGEP course and degree offerings.

State Chair Position

Since the program's early days, one of the CGEP directors has agreed to serve as the overall program's primary point-of-contact and guide. Since 1983, the following individuals have served in this capacity:

Mike Mullen	SCHEV	1983 – 1985
Tom Haas	Virginia Commonwealth University	1985 – 1998
Bernie Bohm	Old Dominion University	1998 – 2001
Glenda Scales	Virginia Tech	2001 – 2004
James Groves	University of Virginia	2004 – 2008
Sharon Caraballo	George Mason University	2008 – 2011
Rosalyn H Hargraves	Virginia Commonwealth University	2011 – 2012
Linda Vahala	Old Dominion University	2012 – 2015
Glenda Scales	Virginia Tech	2015 – Present

Rotation Schedule for State Chair Position

During the 2002—2003 academic year, the CGEP directors discussed the idea of creating a more formal and regular rotation of the CGEP state chair position among the five participating

universities. Following discussions, the Directors agreed that the state chair should serve for a three year term, beginning on July 1st of a given year. They also agreed that the rotation should proceed in the following order: VCU, ODU, VT, UVA, and GMU. (Note: Due to the change in CGEP directors at GMU in early 2007, the decision was made to delay the transition of state-chair to GMU by one year, to give Sharon Caraballo time to settle into her new duties within CGEP.)

State Chair Responsibilities

The CGEP state chair agrees to take on a set of responsibilities on behalf of the entire organization during her or his tenure. These include (see Appendix A – Master Calendar for CGEP Activities for dates):

- Coordination and submission of the CGEP Annual Report, with input from all entities supported by the state for CGEP activities.
- Presentation of the CGEP Annual Report to SCHEV.
- Coordination of the semi-annual CGEP Advisory Board meetings.
- Organization of CGEP teleconferences throughout the academic year.
- Organization of the face-to-face CGEP Directors meetings.
- Organization of the CGEP annual conference.
- Representation of CGEP at periodic state or other meetings related to distance learning and engineering. [Ongoing]
- Update and electronic dissemination of a common CGEP marketing brochure. [Ongoing]
- Hosting and maintenance of the statewide CGEP web site (cgep.virginia.gov). [Ongoing]
- Update of the CGEP Strategic Plan. [Once during tenure]
- Update of the CGEP Marketing Survey [Once during tenure]
- Maintenance and update of the CGEP Policies and Procedures manual. [Annual]
- Distribution of shared funds [as needed]

Financial Support of State Chair Activities

From its start, CGEP has not had a central budget. Rather, all CGEP monies from the state have been distributed directly to the individual state-funded entities that perform activities as part of the program. Thus, there is no pre-established state chair budget.

All activities listed in the section on "State chair responsibilities" constitute items for which the state chair may reasonably incur expenses and request reimbursement from the CGEP universities. From 2002—2003 to 2016-2017, the CGEP Directors discussed and agreed that the state chair could reasonably request reimbursement from the five CGEP universities for expenses incurred as the result of state chair activities.

Beginning in 2017, the shift from providing instruction through receive sites to delivery of instruction direct to the desktop led to an organizational restructuring that provided centralized strategic and administrative support for these state chair functions. Funding that have been used

for support of receive sites was repurposed to provide administrative and programmatic support for these state chair functions. This new structure is outlined in the organizational chart below (Figure 1). The roles, functions, deliverables and resources are also summarized below.
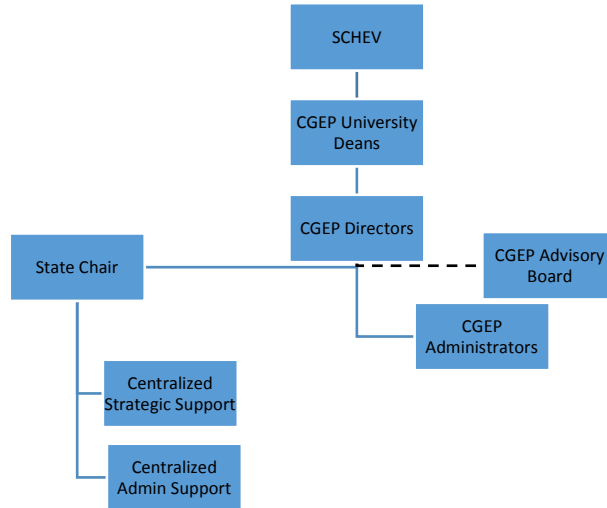

Figure 1 - CGEP Organizational Chart

Centralized Strategic Support
- Role - Strategy development and recommendations – based in input from CGEP Directors, CGEP Advisory Board and Network Partners
- Function
    - Primary staff to CGEP state chair for strategic issues, fall and spring Directors Meetings, fall and spring Advisory Board Meetings
    - Develop and recommend strategies to address issues identified in the internal CGEP white paper dated May 26, 2015 and by directors, advisory board and Network Partners
    - Gather market intelligence on industry needs - Coordinate with VEDP and regional economic development programs
    - Develop and implement an evaluation and assessment plan for CGEP
- Deliverables
    - Annual strategic plan review and update
    - Annual report
    - Annual work plan/implementation plan
    - Annual evaluation and assessment report
- Resources
    - Staffing includes program manager, administrative support and possible contract services

Centralized Administrative Support
- Role - Provide administrative support for common CGEP activities
- Function
    - Support state chair administrative responsibilities
    - Centralized point of contact for generic questions and support
    - Maintain and update CGEP web site and support outreach activities: Marketing and PR
    - Staffing for directors and advisory board meetings
    - Maintain master calendar of CGEP events, deadlines and milestones
    - Develop and maintain a common list of CGEP students
- Deliverables – support deliverables of centralized strategic support
- Resources
    - Primarily some administrative staff time and miscellaneous supplies and support

State Support for CGEP

Since its formation in 1983, CGEP has received financial support from the Commonwealth of Virginia for its operation. This state funding has come in the form of both General Fund (tax dollar) allocations and Non-General Fund (tuition authorization) allocations to the five CGEP schools as well as to select receive locations in the Commonwealth (Lynchburg, the University of Mary Washington, and the Southern Virginia Higher Education Center). The receipt of CGEP funds entails a commitment to use those funds to support CGEP activities. The current fiscal year allocations are included in this manual as Appendix

In addition to these state mandated expenditures, the CGEP institutions provide additional non-general fund monies to support CGEP activities at their schools.

Distribution of Shared Funds

Periodically CGEP may also receive other state, federal, or private funds that are to be shared among the CGEP universities. The distribution of such shared funds is guided first by the awarding agency and then by a consensus of the CGEP Directors.

State Council of Higher Education for Virginia (SCHEV)

When the General Assembly of Virginia originally made funds available for the operation of CGEP, they made those funds available as an explicit line item in the state budgets of all five schools. Thus, the universities are required to spend at least that amount of money each year on CGEP. The General Assembly also originally stipulated that CGEP monies would be released to the schools once an annual report and next year operating plan had been submitted to, reviewed, and approved by the State Council of Higher Education for Virginia (SCHEV). Each spring, all organizations receiving state funds for their CGEP efforts contribute to an annual report and operating plan document. That document is submitted to SCHEV during April, and CGEP makes a presentation at the spring meeting of SCHEV in May to summarize the

recent and upcoming activities of CGEP. If there are no concerns with the report or presentation, SCHEV then approves the release of funds.

However, at the SCHEV meeting of May 22, 2012, as a result of a recommendation from the Higher Education Advisory Committee, it was determined that the Council's annual approval of the planned expenditures was no longer necessary. This change was made in an effort to increase efficiency and due to the confidence in the program that has grown over the last decade. The CGEP state chair and director's work closely with a member of SCHEV to ensure that all relevant information is provided and that SCHEV is up-to-date and fully informed of CGEP activities, as well as any change to CGEP operations. The current SCHEV point-of-contact for CGEP is:

Dr. Jean Mottley
Senior Associate for Finance Policy
State Council of Higher Education for Virginia
James Monroe Building
101 N 14th Street
Richmond, VA, 23219
Ph: (804) 371-4290
Fax: (804) 819-4761
Em: JeanMottley@schev.edu

Broad Policies and Procedures

With the inception of CGEP in 1983, the five participating universities developed and agreed to a set of broad policies which would guide the operation of the program. Those policies are periodically updated, and the current, guiding policies are summarized below.

Degrees and Courses Available Via CGEP

CGEP exists primarily to provide engineering Master's degree opportunities to working engineers in Virginia. Other qualified individuals may also enroll in the Master's degree program opportunities available through CGEP. To earn a degree using the course offerings of CGEP, an individual must apply for admission to and be accepted into a degree program at one of the five CGEP universities. The master's degrees offered through CGEP are not research-based master's degrees. The university that accepts an individual into a degree program becomes that student's "home institution." An up-to-date listing of the available degrees and application processes is maintained at CGEP's web site: cgep.virginia.gov.

Qualified individuals are also able to take courses through CGEP on a non-degree, continuing education basis. An up-to-date listing of the available courses and registration processes at each of the CGEP universities is maintained at CGEP's web site: cgep.virginia.gov.

Additionally, courses offered into the distance environment by a CGEP university as part of that university's CGEP participation are potentially available to students at any of the other CGEP

universities. Details on such inter-university course sharing are provided in this document's section entitled "Course sharing between CGEP universities."

CGEP Students

CGEP students are:

- Those individuals studying towards a non-research master's degree from one of the five CGEP universities, on a part-time basis, at a location other than one of their home institution's graduate school residency locations.
- Qualified non-degree students who take individual CGEP classes for credit.

Note: George Mason University does not classify non-degree students as CGEP students. At GMU you are either a non-degree GMU student or you are degree seeking CGEP student.

Course Offerings

For courses that will be made available as part of CGEP, the CGEP universities seek to follow the schedule outlined in Appendix A – Master Calendar for CGEP Activities. By following this schedule, CGEP presents a consistent face to the outside world and gives working engineers, in a timely manner, the information they need to plan their continuing education.

For courses to be made available during a fall, spring and summer semesters, the schedule to be followed is outlined in Appendix A – Master Calendar for CGEP Activities.

In addition to the annual decision-making schedule listed in Appendix A, each CGEP university is encouraged to develop a long-range plan of course offerings that shows which courses are expected to appear in the CGEP distance environment in the next several years. A long-range plan that projects at least three years into the future is encouraged. The long-range plan information should be posted on the individual CGEP web sites of the five CGEP universities.

Course Transfer Rule

CGEP students may earn up to 50% of the graded credit hours needed to satisfy the minimum requirements for their graduate degree through transfer from another CGEP university or other university as approved by the degree granting university. All such credits must have earned grades of "C" or better, have been earned while in good standing in graduate status, and must have been offered for graduate credit at the institution where the student took the courses. All transfer courses must be approved on the student's Plan of Study and must have been completed within the time limits prescribed for satisfying degree requirements.

Credits are approved for transfer to the CGEP graduate degree at the time that the student's Plan of Study is approved. Official transcripts are required before transfer course work can be approved for the Plan of Study. Courses transferred into a Plan of Study from one of the other CGEP universities are counted both as credit hours and during calculation of the student's GPA.

Academic Calendars

Course schedules are determined by the individual schedules from the offering university. The five CGEP universities do not always adhere to the same academic calendar. It is recommended that, prior to the start of an academic semester, the state chair include an agenda item on the monthly CGEP teleconference to review the academic calendars of the institutions. In addition, the CGEP program administrators should confirm and distribute their institution's academic calendars both on their own web site as well as on the state's CGEP web site: cgep.virginia.gov.

Posting of Information to the State-Wide Web Site

As a key element of ongoing CGEP marketing and visibility activities, the program maintains a unified web site: cgep.virginia.gov. It is the responsibility of the CGEP state chair to make certain that the overall web site is up to date. It is the responsibility of the individual CGEP directors and their program administrators to ensure that the specific course and degree program offerings of their school are up to date. Information on the statewide web site must not become outdated. The provision of current information on upcoming semester schedules and course offerings must be a top priority.

Statement on Technology

From its earliest days, CGEP has been a national leader in the use of technology for the transmission of graduate engineering courses to students at a distance. Today, CGEP should continue to be a leader in the use of technology for such purposes. It is critical that all CGEP universities, directors, and technology support staff work together to maintain the program's position at the forefront of distance learning technology.

One of the unique features of CGEP is the manner in which it draws together five universities for the mutual distribution of graduate engineering courses. From the outset the program was envisioned as a cooperative graduate engineering program, and students have been encouraged to take advantage of the different course offerings of the five schools. To facilitate student access to courses, it is important that the CGEP universities use broadly similar technologies for their course transmissions. Such efforts will make the student experience as seamless and comfortable as possible as students draw upon the courses of multiple CGEP universities. Recognizing that each CGEP university's technology decisions and directions will be determined in large part by other activities at their individual institution, it is nonetheless critically important that the CGEP universities cooperate, coordinate, and, to the extent possible, utilize compatible technologies.

Introduction of New Degrees

Periodically, a CGEP university may wish to introduce a new certificate or degree program for delivery through CGEP. Prior to the public listing of such offerings, the CGEP University that wishes to make the new offering should provide the CGEP Directors with a summary of the new offering and a formal "notification of intent" for listing. The notification of intent should indicate the following:

•Certificate or degree title

·Brief summary of the new offering
·Mode of delivery
·Number, description, and timeline for courses to be delivered
·Programmatic resources necessary to support the program.*

*Programmatic resources are those resources outside the direct control of an individual CGEP university.

"Notifications of intent" can occur at any time and should be submitted to the CGEP State Chair for handling. Prior to public listing of new certificates or degrees, all CGEP Directors must have an opportunity to review the notice and ask questions related to the new development. Public listing of new certificate or degree program should occur with the consent of the CGEP Directors.

Removal of Old Degrees

Periodically, a CGEP university may discontinue the offering of a degree program in the distance environment. When such a decision is made, the university offering the degree should first ensure that there are no students working towards the degree who will be adversely affected by the program's removal from the distance environment. Then, the CGEP University should notify the other CGEP universities and update the CGEP web sites.

Addition of Other Universities to CGEP Consortium

Periodically, another university may wish to become a part of the CGEP consortium. Any university wishing to become a part of CGEP must meet the following criteria:

- Must be a public university located in the Commonwealth of Virginia
- Must offer one or more graduate engineering or computer science degrees through flexible, distributed learning technologies
- Must offer degrees that are ABET accredited

The process for joining the CGEP consortium is initiated by a formal request from the university to join CGEP addressed to the CGEP state chair. The request should address how the university meets the criteria noted above and the degree programs to be included in CGEP. The CGEP State Chair will formally review this request with the other CGEP Directors. When a degree addition request has been made, it will first be determined whether any existing CGEP partner universities have interest in offering this degree. Consent of the CGEP Directors to become a part of CGEP does not include allocation of any funds. Funding is handled directly through the legislative process.

Recording of Class Sessions

Currently CGEP makes the majority of its courses available in a live (synchronous) distance learning format. CGEP universities are strongly encouraged to capture those course

transmissions for later playback and review since many CGEP students are working engineers with busy travel and work schedules. Access to recordings of individual class sessions can help such students to make timely progress through their courses. Yet, CGEP does not advocate that students use the recordings of synchronous class sessions as their primary method of class participation. While asynchronous course content delivery is recognized as a valid and valuable means of education, asynchronous viewing of synchronous class sessions is not necessarily sound pedagogy. Students should not have the expectation that they can participate in a 16 synchronous class by watching the majority of the course content delivery in an asynchronous manner. CGEP leaves decisions about access to course recordings to the individual faculty members teaching courses for the program.

Course Sharing Between CGEP Universities

From the early years of CGEP, one of the program's components has been the sharing or cross-listing of courses between consortium schools. This section presents critical information regarding the policies and procedures for CGEP inter-university course sharing.

Timeline for planning cross-listed courses

When CGEP courses are to be shared between schools in the consortium, it is the expectation of the consortium that preparations for sharing will occur on the schedule presented here. If course information is not provided on this schedule, there should be no expectation on the part of broadcast or receive universities that courses will be shared during the semester in question.

For courses to be shared during a fall, spring or summer semesters, the schedule to be followed is outlined in Appendix A – Master Calendar for CGEP Activities.

Tuition for cross-listed courses

When full time students enrolled in a degree program at a CGEP university take a course that originates from another CGEP university, the students will register and pay tuition for that class at their home institution. The tuition collected for such courses does not transfer between institutions but rather remains at the student's home institution. It is the responsibility of the CGEP directors and program administrators to ensure that courses approved for cross-listing are set up in their course registration system in a timely manner to ensure student registration access. Part time students pay tuition directly to the school hosting the classes in which they are enrolled.

Timeline for Cancellation of Courses for No Enrollment

From time to time, a scheduled CGEP course does not produce any distance enrollments. CGEP universities are strongly encouraged to deliver a course into the distance environment for at least four class sessions before removing the course from the distance broadcast schedule. Please see CGEP director for originating school for cancellation policy as policies vary by university.

Registration Policies

Course registration policies and procedures vary somewhat from university to university. The applicable registration policies for a specific course are those of the offering university. Students should refer to the individual university CGEP web site for details on the applicable registration policies.

University	Web Page
George Mason University	http://volgenau.gmu.edu/academics/distance-education-programs
Old Dominion University	http://www.eng.odu.edu/cgep/
University of Virginia	http://cgep.virginia.edu
Virginia Commonwealth University	http://cgep.vcu.edu/
Virginia Tech	http://www.eng.vt.edu/cgep

Offering of Courses to Individuals in a Distance Environment

As the technology of distance learning has evolved, it has become increasingly feasible to connect individual students into CGEP classes. Each CGEP university should consider whether or not such connections effectively link individual students into a learning community. The CGEP universities are urged to consider the academic requirements of such connections, particularly in light of SACS accreditation standards for all programs at the CGEP universities.

Appendix A – Master Calendar for CGEP Activities

- ➢ January
  - o Begin to collect courses to be offered for summer semester
  - o Start planning for Spring CGEP Directors meeting
  - o Monthly CGEP Teleconference (2nd Monday of every month)
- ➢ February
  - o Finalize and post courses to be offered for summer Semester
  - o Monthly CGEP Teleconference (2nd Monday of every month)
- ➢ March
  - o Begin to collect courses to be offered for fall semester
  - o Admins coordinate cross listing for summer semester
  - o CGEP Directors Meeting
  - o Begin CGEP Annual Conference planning
  - o Monthly CGEP Teleconference (2nd Monday of every month)
- ➢ April
  - o CGEP Advisory Board Meeting (Alternate locations between universities and industry)
    - ▪ Approve updated strategic plan
  - o Annual Report – SCHEV and Deans
  - o Finalize and post courses to be offered for fall semester
  - o Monthly CGEP Teleconference (2nd Monday of every month)
- ➢ May
  - o Complete cross listing for summer semester
  - o Monthly CGEP Teleconference (2nd Monday of every month)
- ➢ June
  - o CGEP Annual Conference
  - o Review and update Policies and Procedures Manual
  - o Monthly CGEP Teleconference (2nd Monday of every month)
- ➢ July
  - o Advisory board terms begin
  - o Admins begin coordination of cross listing for fall semester
  - o Monthly CGEP Teleconference (2nd Monday of every month)
- ➢ August
  - o Complete cross listing for fall semester
  - o Begin to plan Fall CGEP Directors Meeting
  - o Monthly CGEP Teleconference (2nd Monday of every month)
- ➢ September
  - o CGEP Directors Meeting
  - o Begin to collect courses to be offered spring semester

- o Monthly CGEP Teleconference (2nd Monday of every month)
- ➢ October
  - o CGEP Advisory Board Meeting (Alternate locations between universities and industry)
    - ▪ Present revisions to strategic plan
  - o Finalize and post courses to be offered for spring semester
  - o Admins begin coordination of cross listing for spring
  - o Monthly CGEP Teleconference (2nd Monday of every month)
- ➢ November
  - o Monthly CGEP Teleconference (2nd Monday of every month)
- ➢ December
  - o Complete cross listing for spring semester
  - o Monthly CGEP Teleconference (2nd Monday of every month)

Appendix B – Current Fiscal Year Allocations

For FY 16, the CGEP allocations are as follows:

	General Fund	Non-General Fund
George Mason University	$289,614	$124,120
Old Dominion University	$431,013	$198,244
University of Virginia*	$527,610	$468,850
Virginia Commonwealth University	$332,140	$168,533
Virginia Tech	$869,882	$436,357
Southern Virginia Higher Ed Center	$29,050	$0
University of Mary Washington	$80,483	$36,130

Notes

1) The University of Virginia allocation also currently also includes $110,580 per year that is passed through to the community of Lynchburg (Center for Advanced Engineering and Research) to support CGEP operations there. Budget reductions to UVa's General Fund allocation that are passed on to CGEP will be proportionally reflected in the annual Lynchburg allocation.

2) In 2006, the state provided an additional allocation of $150,000 of General Funds per year to the CGEP schools to support nanotechnology course sharing between the schools and high technology companies in the Commonwealth. These monies are part of the General Fund budget of the University of Virginia, and by agreement of the CGEP directors are allocated annually to the CGEP schools and the College of William and Mary. Budget cuts to UVa's General Fund allocation since that time have been partially reflected in the CGEP accounts from which the Nanotechnology allocations are paid. Thus the 2015-16 budget for Nanotechnology was $128,905 ($21,485 per school). As in the past, future reductions to UVa's General Fund allocation that are passed on to CGEP will necessarily result in a proportional reduction to the annual Nanotechnology allocations to the five partner schools.

Appendix C – Enrollment in CGEP Classes

For most CGEP course, there are four types of students:

1. CGEP student (all are part time)
2. Degree seeking, full-time student
3. Degree seeking, part-time student
4. Non-degree seeking, part-time student

Any CGEP student (type 1) may take any CGEP offered course. A CGEP student should always discuss enrollment with their advisor to ensure that the particular class is appropriate for their degree. CGEP student enroll and pay tuition at the offering institution of the particular class.

Any student (type 2, 3 or 4) who has been accepted at the institution offering a particular CGEP course may enroll in the course if they meet the prerequisites of the course and space permits. Again, the student should always discuss enrollment with their advisor to ensure that the particular class is appropriate for their degree. These students enroll and pay tuition at the offering institution of the particular class.

Any student (type 2, 3 or 4) who is enrolled in an institution that is not the offering institution may also enroll in a particular CGEP course under certain circumstances. The student may contact the offering institution and apply as a non-degree seeking, part-time student at that institution. Students should be aware of the time that this process needs for completion. Also, this will require the evaluation of their transcripts by the institution and may require an application fee. Students should contact the individual institution to determine the full requirements.

As a courtesy, it is the policy of CGEP to allow full-time, non-CGEP graduate students (type 2) in good standing at each of the member institutions to enroll in CGEP classes. A student may take a CGEP course only if the student meets the prerequisites and the offering institution approves. CGEP students and students at the host institution have priority for registration. In this case, tuition is paid to the student's home institution and the class is typically cross listed at the home institution.

In order for a full time, non-CGEP student to enroll in a CGEP course from another institution, the student needs to complete the following:

- Contact the student's faculty advisor to verify that the course will count towards their degree.
- Complete the special student application for the host institution.
- Contact the CGEP administrator at the home institution requesting the course. For fall and summer classes, this must be done at least three weeks before the first class meets. For spring classes, this must be done before the end of the fall semester. The student must provide the following information:
  - Name

- o Date of birth
- o Home institution email address
- o Have you ever taken classes at the host institution?
- o Have you ever applied for study at the host institution?
- o Have you ever had a computer account at the host institution?
- Enroll in the cross-listed section at the home institution.
- The host institution will provide information regarding registration for the course at the host institution.

In almost all cases, enrolling in a CGEP class in this manner requires that the student have access to the host institution's computer resources. It is very important for the student to verify access to the appropriate resources as early as possible.