

Worcester Polytechnic Institute Academic Track-Based Certificate Program
Guideline

07/08/2020

1. Introduction

WPI Academic Track-Based Certificate Program is co-designed by business area leads from National Grid and WPI to provide the most current theory and cutting-edge applications for employee development. This program evolved in 2017 out of the existing Power System Graduate Program Partnership, which began in 1999.

The certificate program is an 18-month program consisting of 9 credits of shared courses and 9 credits of graduate certificates in designated technical track. Please see diagram 1. for the certificate program overview. There are three graduate certificate tracks available:

1. Power System management
2. Construction project Management
3. Mechanical Engineering

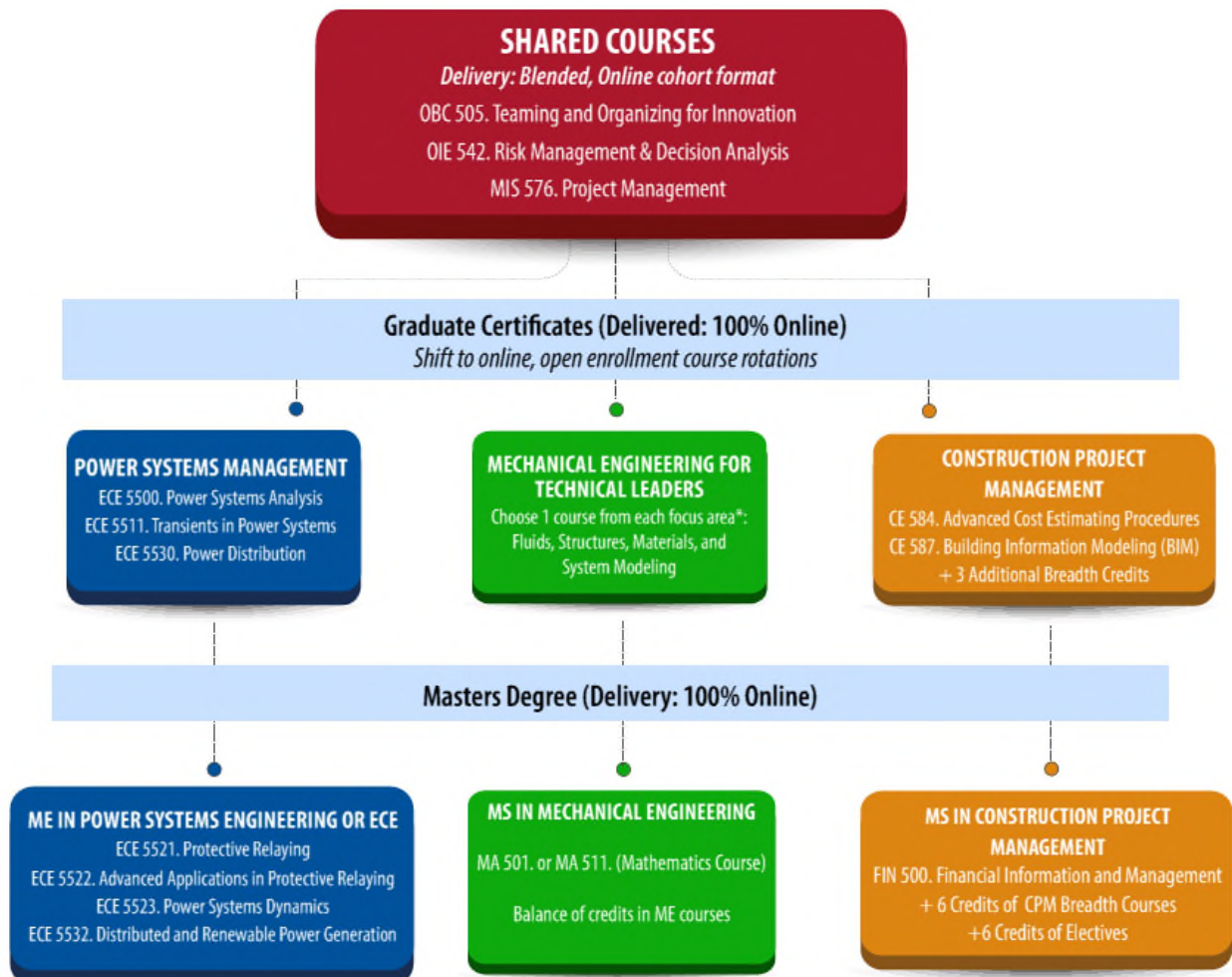


Diagram 1. WPI Certificate Program Overview



Upon completing the shared courses and graduate certificates, students have the option to continue their studies through online open enrollment coursework to earn a Master of Science or Master of Engineering degree within their respective track.

Protection and Controls Suite courses is a group of three technical courses (ECE5521, ECE5522, and ECE5523), which are also covered in the program. Classes from the suite could be considered as courses toward earning a master's degree.

2. Candidate Qualifications

Employee must have satisfactory performance as of their most recent performance appraisal to qualify for the program.

The track-based certificate program application must be approved by applicant's Director.

3. Application Process

The employee must select the track that they would like to pursue. Once the employee identifies the desired course track, they must discuss with their line manager and get the line manager's recommendation to apply for the program. Then the employee needs to fill out WPI's Corporate Enrollment Form and speak with WPI Student Enrollment Specialist. Provided by the Student Enrollment Specialist, the employee must submit a formal National Grid WPI Academic Track-Based Certificate Program Application form (Appendix A) to National Grid WPI liaison, complete the form in its entirety and obtain approval from their Director. If employee internally transferred to different department, the form needs to be updated and resubmitted by the employee.

Budget will be reviewed to determine the class size will be sponsored by the company for the coming cohort. Application is on a first-come-first-serve basis. Applicants' duration of service may be considered. The list of qualified candidates will be provided to WPI. Please note that internal application can NOT guarantee WPI admission. Qualified candidates must meet WPI admission standard and gain admission through a formal WPI admission process. Please see application flow chart at Diagram 2.

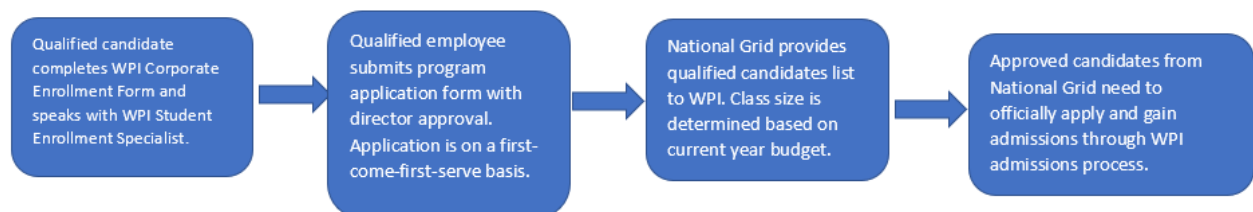


Diagram 2. WPI Certificate Program Application Flow Chart

4. General Requirements

The employee is expected to complete the certificate program once started. If an employee withholds/drops the program, they will be required to submit program withholds/drop request (Appendix A) with valid reason and request approval from their Director.



Students who withholds/drops the program without approval will not be allowed to re-apply to WPI certificate program or company tuition assistance program in 24 months.

Leaving the company prior to completing 2 years of service after completing the certificate program may lead to an obligation to repay any benefits already received under the program.

Studies and school schedule must not interfere with the job or interrupt regular work hours, on-call assignments or other work projects.

5. Program Billing

Class Expenses including the full tuition and books and time away from the office for class attendance will ultimately be charged to employee department's OPEX budget.

Any classes that are taken outside of the track-based program, requiring tuition reimbursement, will follow the normal tuition reimbursement process.

Pre-requisition classes required ahead of the track-based program, requiring tuition reimbursement, will follow the normal tuition reimbursement process.