



CO-CURRICULAR RECOGNITION POLICY

Approved by: Academic Coordinating Committee

Authorizer: Vice President, Student Affairs

Reference Code: SA19 V1

Effective Date: 9/1/2014

Policy Statement:

Conestoga College is committed to holistic student development, which includes fostering civic responsibility, engagement and volunteerism among Conestoga students. As part of this commitment, Conestoga College offers students opportunities to participate in Co-curricular activities and formally acknowledges said participation. Therefore, Conestoga requires an accurate record that reflects a student's Co-Curricular achievement during the time in which they are registered at the College.

Conestoga College's Co-Curricular Record (CCR) is a document, complementary to a student's academic transcript, that recognizes and records learning that a student has achieved through approved Co-Curricular programming experiences at Conestoga College.

Scope:

This policy applies to students in all programs and courses who participate in an approved Co-Curricular experience

Definitions:

Approved Co-Curricular Experience

Any programming experience that is not a requirement, component, or 'expectation' of the classroom experience or program design and meets the criteria that has been established for inclusion in Conestoga's CCR

Co-Curricular Record

An official document that profiles a student's involvement in specifically identified/recognized Co-Curricular campus activities

Co-Curricular Learning Outcomes

Statements that describe learning for which a recognized Co-Curricular initiative is designed (i.e. an initiative is intentionally designed and delivered to meet identified learning outcomes)

Validation

A process that formally recognizes that a student has completed the participation requirement for inclusion in the CCR

Validator

An individual identified by the institution as having responsibility for confirming student participation/completion of a recognized Co-Curricular Activity. The validator is usually the supervisor of an activity and must be an employee of Conestoga College, Conestoga Students Incorporated or Campus Living.

Responsibilities:

Co-Curricular Record Advisory Committee

- Responsible for:
 - Establishing and revising activity inclusion criteria and learning outcomes
 - Providing direction and feedback with respect to CCR processes (e.g. validator eligibility, inclusion request) and communication strategies

Co-Curricular Record Administration Team

- Team of Student Life Department Support Staff responsible for:
 - Developing, coordinating and executing CCR processes
 - Approving and assigning validators, training validators; maintaining validator base
 - Responding to requests for inclusion of an activity in the CCR and granting approval for those that meet established criteria
 - Providing guidance to College, CSI or Campus Living employees to adjust established activities to meet the criteria of the CCR
 - Training students, staff and faculty
 - Developing and executing promotions related to CCR
 - Extracting required statistics
 - Responding to CCR user inquiries

Manager, Student Life

- Identifying institutional engagement trends and development directions
- Researching IT and software management interfaces
- Advocacy for strategic institutional approaches to support student engagement
- Budget development

Policy Elaboration:

The appropriate document is to be awarded to a student in recognition of achievement as detailed in the applicable procedure.

References:

Co-Curricular Recognition Procedure
Co-Curricular Record Learning Outcomes
Co-Curricular Record Inclusion Criteria
Co-Curricular Glossary

Revision Log:**Revision Date**

November 10 2014

November 19 2014

Summary of Changes

Policy and Procedure Committee – Approved

Academic Coordinating Committee - Approved