



## **STUDENT AWARDS PROCEDURE**

Approved by: Academic Coordinating Committee

Authorizer: Associate Vice-President, Marketing, Enrolment Management & Registrar

Reference Code: SA2\_V3

Effective Date: 10/1/2009

### **PROCEDURE STATEMENT:**

This procedure governs the process for establishing student awards at Conestoga.

### **SCOPE:**

This procedure applies to all student awards established at Conestoga.

### **DEFINITIONS:**

#### **School**

Conestoga is organized into a number of schools eg. School of Business.

#### **Grade Point Average (GPA)**

The calculation of the grade point average will be the product of averaging the grades achieved and weighting that by the credits assigned to each.

#### **Session GPA**

is based on all courses within a session.

#### **Cumulative GPA**

is based on all courses within the record.

#### **Scholarships**

are monetary awards based on academic excellence and, in some cases, other forms of earned

merit. Scholarships have a specified value in terms of monetary benefit to the recipient. Scholarship categories, include entrance, in-course, part-time, specific achievement (open to all students, usually for achievement in a single course), and graduand.

**Prizes**

are monetary awards and/or awards of monetary worth (e.g. book, medal) normally granted for academic excellence in a particular academic area and, in some cases, other forms of earned merit. Prizes may have a specified value in terms of monetary benefit to the recipient.

**Academic Grants**

are monetary awards based on a combination of merit and financial need. A student may receive an Academic Grant in addition to any other scholarships, prizes, or bursaries for which s/he is eligible

**Bursaries**

are monetary awards based on financial need as determined by Conestoga, and may also include a minimum expectation of academic achievement or other miscellaneous criteria.

**RESPONSIBILITIES**

**Responsibility Subheading**

Director, Development

- Ensures Student award policy and procedures are followed and adhered to.

Manager, Student Financial Services

- Ensures Student Award policy and procedures are followed and adhered to.

Coordinator, Student Awards

- To market those awards, bursaries and scholarships administered by The Financial Aid Office to students to ensure that they are aware of the financial assistance available and that the process encourages applications.

Development Coordinator

- Prepares student award terms of reference and gift agreements
- Steward donors to ensure that funding for student awards is maintained.

**PROCEDURE:**

**BASIS OF AWARDS**

Awards may be established to recognize one or more of the following:

1. Overall academic performance using high school or Conestoga achievement (any combination of session, cumulative, program GPA), or final year of studies.
2. Academic performance in a particular program, course, or project using session, program cumulative GPA, or course grade.
3. Achievement in a skill related to the student's academic area in addition to attaining minimum academic requirements.
4. Non-academic achievements or the display of other qualities deemed worthy of consideration by the Conestoga or a specific school.
5. Demonstrated financial need (only in the case of bursaries and academic grants.)

#### Establishing Terms and Conditions for Student Awards

1. Terms and conditions should ensure equity in competition and distribution.
2. Terms of award should be free of criteria based on personal characteristics as noted in Section 2 of the Policy on Scholarships and Awards in the Ontario Human Rights Code

#### **Establishing an Award**

1. Terms and conditions of award must benefit students and must be written with a minimum of limiting criteria so that, in the opinion of the Financial Aid & Student Awards Office and Development and Alumni Office, eligible students can be effectively identified.
2. Awards may be mathematical in nature (for example, to be given to the student with the highest mark in a particular program) or judgmental (where other criteria are included such as participation or demonstrated interest and achievement in a subject as deemed by an academic award selection committee.) Academic Grants require a combination of academic achievement and financial need; bursaries require that only financial need be demonstrated.
3. Terms and conditions of any award must be submitted to the Financial Aid & Student Awards Office for approval.
  - a. Only approved awards are listed in the Conestoga Full-Time Calendar, Student Guide and Convocation Program
4. The Vice President, Student Affairs reserves the right to determine the general requirements to be met by all recipients of student awards; for example, the attainment of some overall level of academic performance (ie. Minimum GPA) independent of the terms of an individual award.
5. Conestoga, upon the establishment of a fund to support a student award, undertakes to abide by the terms attached to funds received through bequests and gifts, provided that such terms are consistent with 1- 4, above.

6. The minimum value of a newly endowed award is \$500 (which requires a commitment of \$12,500 at the current expenditure rate of 4%.) The minimum value of a new annual award is \$500 which requires a commitment of that amount for five years.

7. The minimum value of new awards will be reviewed from time to time by Conestoga and adjusted as appropriate.

**Amendment of Established Awards**

1. The terms and conditions of established awards represent a formal agreement between the donor and Conestoga. Once approved, terms of award may not be changed at the request of the donor. Amendments may, however, become necessary due to changes or cancellations of particular courses or programs which have been named in the terms, or when there are no longer eligible students, for example where the terms of such award become impossible to fulfill due to the change of program title, or delivery then Conestoga may amend the terms of same to carry out the nearest possible original intent of the donor while still ensuring that the benefit of such award continues. The approval process for amendments shall be the same as if a new award were being established.

**REFERENCES:**

- Ontario Human Rights Code policy on Scholarships and Awards
- Student Awards Policy
- Gift Acceptance Policy
- Gift Acceptance Procedure

**REVISION LOG:**

<b>Revision Date</b>	<b>Summary of Changes</b>
Sept. 30, 2009	Policy and Procedure Committee - Approved
Oct. 21, 2009	Academic Coordinating Committee – Approved
Oct 20, 2015	Title updates

**REVIEW LOG:**

As Policy Owners, we certify that the Student Awards Policy is appropriate and provide an up-to-date framework in which decisions can be made and implemented.

*Paul Osborne*

*November 3, 2016*

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Paul Osborne  
Associate Vice-President, Marketing,  
Enrolment Management & Registrar

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Date