

TITLE: **STUDENT AWARDS AND RECOGNITION**
(Relates to EL:4: Financial Condition)
(Relates to EL-7: Treatment of Students)

EFFECTIVE DATE: July 1, 2000
REVISED DATE: November 10, 2005

PRACTICE:

The College will grant awards and will administer the selection of the recipients and the disbursement of funds through the Student Awards and Recognition Program, in accordance with the guidelines and procedures outlined in this Standard Practice. The Standard Practice will ensure that awards are selected and disbursed in a fair and consistent manner.

The following definitions, eligibility guidelines, conditions and access will apply:

Definitions:

- **Academic Award:** an award given in recognition of excellence in academic achievement
- **Bursary:** a cash award given in recognition of good academic standing and based on financial need.
- **Scholarship:** an award given in recognition of academic achievement and involvement or service in College/community-related endeavours or other conditions as established by the donor.

Eligibility Guidelines:

- **Academic Awards:** minimum GPA of 3.0 (B) and minimum of nine academic credits per term.
- **Bursaries:** based on good academic standing as identified in the College's Academic Standing Standard Practice and financial need.
- **Scholarships:** based on combination of eligibility guidelines including minimum GPA of 2.7 (B-) and minimum of nine academic credits in each of the previous two terms.
- Eligibility for scholarships may be based on a lesser course load as set by donors.

Conditions of Awards:

- **Entrance Awards:** students are eligible to receive an entrance award if they are entering a Red Deer College post-secondary program in the Fall or Winter term.
Continuing Awards: students are eligible to receive a continuing award if they have completed the most recent consecutive Fall and Winter terms at Red Deer College and are continuing in a post-secondary program in the subsequent academic year. Requirements are full-time studies (60% of a full program load) unless stated otherwise.
- **Graduation Awards:** students are eligible to receive a graduation award if they are graduating from a program.

Access to Awards is determined as follows:

- Automatic Awards: by grades from the Registrar's records.
- Competitive Awards: students must apply for these awards. The recipients of these awards are selected by the Awards Selection Committee.
- Nominated Awards: the Student Funding and Awards Coordinator will ask the appropriate person(s) as designated in the award description to nominate for an award. The nominators will forward to the Student Funding and Awards Coordinator the name(s) of students, as well as documentation detailing the student's eligibility, based on the award criteria.

PROCEDURE:

1. The Student Funding and Awards Coordinator will ensure that an Awards Advisory Committee is appointed and operates in accordance with this Standard Practice.
2. The Student Funding and Awards Coordinator will ensure that an Awards Selection Committee is appointed and operates in accordance with this Standard Practice.
3. The Student Funding and Awards Coordinator will ensure that the awards are publicized throughout the College and the community as appropriate and will receive nominations where appropriate.
4. Recipients for academic awards based solely on highest academic standing in College programs will be identified by the Registrar in conjunction with the Student Funding and Awards Coordinator.
5. Recipients may receive multiple awards offered through the Red Deer College Foundation to a maximum amount of \$5,000.00 in any academic year.
6. Recipients of Athletic Awards will be selected by a separate process through the Athletics Department: an appropriate committee chaired by the Athletic Director and comprised of the student representative on the College Athletic Council, a non-coaching Red Deer College faculty member, and the Student Funding and Awards Coordinator. Coaching personnel recommendations will be received as input for all athletic awards. Jimmie Condon Athletic Scholarship recipients will be nominated by coaches, reviewed by the Athletic Director, and verified by the Student Funding and Awards Coordinator.
7. The Student Funding and Awards Coordinator shall notify all recipients of awards and make all internal and external announcements regarding award recipients. The Red Deer College Community Relations Department shall notify all donors of the recipients of their awards.

GUIDELINES:

1. The College assumes liability for payment of awards only to the extent that gifts from donors or finances permit.
2. International students are eligible for all College awards. For awards based on financial need, international students must indicate need in excess of the amount required by Canadian Immigration for one year's study at this College.
3. An Awards Advisory Committee will be established each year composed of the Student Funding and Awards Coordinator, the Community Relations Awards and Scholarship Advisor, a faculty member, and a student (appointed by their respective associations for, where possible, two-year overlapping appointments). The Registrar shall be an ex-officio member of the Committee. A quorum for meetings will consist of three members.

The Awards Advisory Committee will ensure fair and equitable practices are followed. The Committee will provide advice and direction, to the Student Funding and Awards Coordinator and the Director of Student Services, relative to the Student Awards and Recognition Standard Practice.

4. An Awards Selection Committee will be established each year composed of the Student Funding and Awards Coordinator as Chairperson. Three faculty members, three student representatives (appointed by their respective associations for, where possible, two-year overlapping appointments). The Registrar shall be an ex-officio member of the Committee. A quorum for meetings will consist of the Chairperson and one representative from each group.

The Awards Selection Committee will select or approve the most suitable recipients for competitive scholarships, academic awards, and bursaries based on the conditions outlined for each award.

5. Faculty and student representatives on the Awards Advisory Committee and the Awards Selection Committee cannot serve concurrently on these committees.
6. All decisions of the Awards Selection Committee regarding recipients of awards shall be final.

ACCOUNTABILITY:

Vice President Academic

RESPONSIBILITY:

Director of Student Services

Consultation for Review:

Student Funding and Awards Coordinator, Registrar,
Awards Advisory Committee

Standard Practice Review Date:

November 2008

Associated Standard Policy or Practice:

Academic Standing