

TITLE: STUDENT AWARDS

POLICY STATEMENT:

Red Deer College (RDC) administers and grants Awards to recognize student excellence in academic, college, community, and athletic endeavours and to provide financial assistance.

PURPOSE:

This policy provides for consistent and fair administration of Awards at RDC.

SCOPE:

This policy applies to all students who have applied or have been selected for Awards, community members involved in Award selections, and RDC faculty and staff who are involved in the Awards process.

PRINCIPLES:

Procedures and decisions at Red Deer College:

1. Treat all persons fairly and respectfully.
2. Are nondiscriminatory and non-intrusive.
3. Incorporate open, honest, and timely communication.
4. Are made in a timely manner.
5. Provide appropriate confidentiality and privacy.
6. Provide appropriate access to education.
7. Ensure that all persons have access to informed support regarding policies, procedures, rights, and responsibilities.
8. Operate with clear written expectations for conduct and handling of complaints.
9. Meet all accreditation standards.
10. Maintain and clearly state a high standard of instruction and administration in all areas of educational programs and services.
11. Are communicated in alternate forms to those who require such accommodation.

DEFINITIONS:

Award: A general term that refers to all types and categories of Awards, scholarships, and bursaries given in recognition of student excellence, and/or to provide financial assistance.

Criteria: The factor(s) by which a student who meets the eligibility requirements for an Award is ranked.

Eligibility: The conditions set for the Award and must be met by a student to be considered eligible for an Award.

GUIDELINES

1. The College assumes liability for payment of Awards only to the extent that gifts from donors or finances permit.
2. International students and collaborative students are eligible for all RDC Awards unless stated otherwise in the Award Eligibility.
3. Government Awards are administered according to the terms provided by the government.
4. RDC maintains an annual Award cap of \$7,000 per student. This cap does not include Athletic Awards/Scholarships, Continuing Education Awards/Scholarships, Spring Leadership Awards, Government Awards, or Awards administered by an external organization.

5. **Student Awards Advisory Committee**

The College maintains the Student Awards Advisory Committee to establish goals and priorities for Awards and scholarships at RDC. The Student Awards Advisory Committee aligns with the College's enrolment priorities, Strategic Plan, and current mix of programs. The Committee fosters commitment to sustaining and expanding Awards for RDC students. It provides direction to the College Foundation Board related to areas of need for Awards and identifies any gaps that may exist.

6. **Student Awards Selection Committee**

The College maintains the Student Awards Selection Committee to select recipients for RDC Awards with criteria other than academic and financial need components.

7. **Category of Awards**

The category of Award is determined by the Award Criteria or Eligibility. The different categories of Awards are:

- 7.1. **Academic Awards:** Awards with the criterion of academic achievement.
- 7.2. **Athletic Awards/Scholarships:** Awards with the eligibility requirement that the student be a member of a RDC athletic team and meet Alberta Colleges Athletic Conference eligibility requirements.
- 7.3. **Bursaries:** Awards with the criterion of financial need.
- 7.4. **Business Awards/Scholarships:** Awards available to businesses throughout the community.
- 7.5. **Continuing Education Awards/Scholarships:** Awards available to students enrolled in a program through the School of Continuing Education.
- 7.6. **Leadership Awards:** Awards with the criterion of leadership and/or volunteer activity.
- 7.7. **Scholarships:** Awards with multiple criteria.

8. **Types of Awards**

The type of Award is a subsection of the category of Award. It is determined by the terms in the Eligibility. The types of Awards are:

- 8.1. **Entrance Awards:** Awards designated for students entering their first year at RDC, and/or entering the first year of a program at RDC.

- 8.2. **Entrance and Continuing Awards:** Awards designated for students entering their first year of a program at RDC, and to students who attended the most recent academic year at RDC and are continuing in the subsequent academic year.
- 8.3. **Continuing Awards:** Awards designated for students who attended the most recent academic year at RDC and are continuing in the subsequent academic year.
- 8.4. **Continuing and Graduate Awards:** Awards designated for students who attended the most recent academic year at RDC.
- 8.5. **Graduate Awards:** Awards designated for students who graduated from their program in the most recent academic year.

9. Academic Requirements for Awards

Students must meet the minimum GPA requirement to be considered for an Award.

- 9.1. **Academic Awards:** Minimum GPA of 3.0 unless stated otherwise in the Award Eligibility.
- 9.2. **Athletic Awards/Scholarships:** Minimum GPA of 2.0 unless stated otherwise in the Award Eligibility.
- 9.3. **Bursaries:** Minimum GPA of 1.7 (Satisfactory Academic Standing) unless stated otherwise in the Award Eligibility.
- 9.4. **Business Awards/Scholarships:** No GPA requirement.
- 9.5. **Continuing Education Awards/Scholarships:** No GPA requirement.
- 9.6. **Leadership Awards:** Minimum GPA of 2.7 unless stated otherwise in the Award Eligibility.
- 9.7. **Scholarships:** Minimum GPA of 2.7 unless stated otherwise in the Award Eligibility.
- 9.8. Except for Athletic Awards/Scholarships, GPA is calculated based on the most recent Fall and Winter term grades or as designated in the Award description.
- 9.9. GPA for Athletic Awards/Scholarships is calculated based on grades from the last Fall or Winter term, whichever is most recent. If the student was not enrolled during this term the minimum GPA requirement is waived. If a student's Winter term GPA is below the minimum GPA requirement, the Winter and Spring GPAs may be blended to determine Fall term Award eligibility.

10. Credit Requirements for Awards

Students must meet the credit course load requirement defined in the Award Eligibility in order to be considered for an Award.

- 10.1. **Full Program Load:** Minimum of 15 credits per term
- 10.2. **Full-Time:** Minimum of 9 credits per term or 3 courses of 3 credits each.
- 10.3. **Part-Time:** Less than 3 courses or less than 9 credits per term

11. Access to Awards

The Award Application describes how students access Awards. Awards are accessed in 3 ways:

- 11.1. **Applied:** Students must submit the specified application to be considered for the Award.

- 11.2. **Automatic:** Students are automatically considered for the Award. No action is required by the student.
- 11.3. **Nominated:** The student must be recommended for the Award by a specified individual or member of a specified group. No action is required by the student.

12. Selection of Awards

Awards are selected by the following:

- 12.1. **Student Awards Selection Committee:** The Student Awards Selection Committee selects the recipients of Awards that have criteria outside of, or in addition to, academic achievement and/or financial need. The Awards must not require a personal knowledge of the eligible students.
- 12.2. **Student Funding & Awards Manager:** The Student Funding & Awards Manager selects the recipients of Awards with the criteria of academic achievement and/or financial need.
- 12.3. **Faculty and Staff:** Faculty and staff select the recipients of Awards that have criteria that require a personal knowledge of the eligible students. Faculty and staff cannot select Awards with financial need criteria, but may provide recommendations to be used in selections. Selections would then be made by the Student Funding & Awards Manager based on the faculty and staff's recommendations and financial need.
- 12.4. **Ad Hoc Committees:** Ad Hoc Committees select the recipients of Awards that have criteria outside of, or in addition to, academic achievement and/or financial need, and are selected at times that do not align with the Student Awards Selection Committee meetings. Ad Hoc Committees are created by the Student Funding & Awards Manager, and chaired by the Student Funding & Awards Manager or designate.

13. Student Expectations

- 13.1. Students submit their application for applied Awards prior to the Award deadline.
- 13.2. The Student Funding & Awards Office provides Award recipients with a deadline date by which they must return the documentation required to receive their Award. After this date, the student will receive one follow-up email and/or one follow-up phone call providing them with a new deadline date. If the student fails to meet this new deadline to submit the required documentation, they automatically forfeit their Award and the Student Funding & Awards Office offers the Award to the alternate recipient.

PROCEDURES

Representatives from RDC departments including Student Funding & Awards, Enterprise and Community Relations, the Schools, Financial Services, and Human Resources meet as needed to ensure efficiency of Award operations. Operations include:

- Confirmation of funds
- Confirmation of eligibility
- Selection of Award recipients
- Notification to Award recipients

- Selection of top Award winners
- Disbursement of funds
- Creation of T4As
- Internal and external announcements
- Communication to donors

OFFICER RESPONSIBLE: Chair, Academic Council

RECOMMENDING AUTHORITY: Academic Council

CONSULTATION FOR REVIEW: Student Funding & Awards Manager, Registrar, Director of Student Services, Students' Association, Faculty Association of Red Deer College, Student Awards Advisory Committee, Enterprise and Community Relations, Athletic Director

POLICY REVIEW DATE: July 2021

EFFECTIVE DATE: July 1, 2016

REVISION HISTORY: July 1, 2000 (Student Awards and Recognition Standard Practice)
November 10, 2005
July 1, 2016 (Renamed Student Awards policy, Standard Practice rescinded)

RELATED POLICIES:

- [Academic Standing](#)
- [Endowments and Use of Endowment Funds](#)
- [Donations: Gift Acceptance](#)
- [Investments](#)

CONNECTION TO BOARD POLICIES:

All RDC policies support relevant Board of Governors policies.