

Graduate Awards Procedure

Procedure Title	Graduate Awards
Procedure Holder	Office of the Vice President Academic
Procedure Approver(s)	Senior Team
Related Policies	Ch5-s1-01 Course Evaluation and Grading Policy Ch5-s3-01 First Class Standing Ch5-s3-02 Award Selection Process Ch5-s3-04 Academic Honour Roll
Related Procedures	
Appendices	
Storage Location	Website - https://www.confederationcollege.ca/policies-and-procedures
Effective Date	2024Apr20
Next Review Date	2029Apr20

Purpose

To define the process of creating, evaluating, awarding, and administering scholarships, awards, and bursaries to students.

Scope

The procedure applies to college staff and students.

Definitions

Advancement Department	The Department of Advancement works alongside community partners, donors, and alumni to secure resources necessary to advance education and provide opportunities for our graduates to grow the economies of our region of northwestern Ontario and beyond.
Award	Given in recognition of a student’s academic achievement and may include participation in extracurricular activities and/or other activities such as volunteerism and leadership.
Bursary	Financial support provided to a student based primarily on proven financial need as assessed by the College’s Financial Aid Department.

College Community	Includes all students, employees of the College, staff of the Student Association, donors, contractors, clients, volunteers, and visitors to the College.
Good Standing	Students with a grade point average of 2.00 or higher are eligible to continue in their current program. Some exceptions may apply. Refer to specific program information.
Program Grade Point Average	All courses required to graduate from a program are used in the calculation of the Program grade point average.

Governing Laws and Regulations

The Governor General's Academic Medal Directives

Procedure Statements

1. Graduate Assessments

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| 1.1. As part of end of term processing each semester, full-time students are assessed for graduation. The completion of these assessments determines the list of graduates. | Registration Services |
| 1.2 Reports are generated with the list of graduates and Financial Aid uses this to determine the recipients for each award category. A potential recipient list is created based on the criteria of each award. | Financial Aid |
| 1.3 The list of potential recipients for the Awards is then reviewed, selected, and approved based on the criteria requirements of each award. The list of proposed recipients for academic and campus awards are provided to the regional campus managers for review and confirmation. | Registrar/Associate Registrar/Campus Manager |
| 1.4 Certificates for the Awards are generated and prepared based on the selected recipients. | Financial Aid |
| 1.5 Award Certificates are packaged with the Graduate's Credential | Registration Services |

Non-Compliance

It is the responsibility of the Registrar to ensure that the guidelines contained in this policy are followed and adhered to in order to support student focused learning objectives effectively and efficiently. Lack of compliance will result in delays in academic operations and student success.

Revision History

Version	Change	Author	Date of Change