



# COLLEGE OF THE NORTH ATLANTIC

## OPERATIONAL PROCEDURE

### TOPIC: STUDENT AWARDS

<b>Procedure No.</b>	SS-204-PR	<b>Division</b>	Student Services
<b>Supersedes</b>	n/a	<b>Board Policy Ref.</b>	n/a
<b>Related Policy</b>	SS-204	<b>Effective Date:</b>	December 14, 2010 (R3)

## PROCEDURES

### 1.0 Definitions

- A. A monetary award given in recognition of academic excellence shall be designated as a **SCHOLARSHIP**.
- B. A monetary award given in recognition of academic performance and financial need shall be designated as a **BURSARY**.
- C. An award given in recognition of performance in a particular subject area or task shall be designated as a **PRIZE**.
- D. Graduation Awards: Awards of Excellence, Medals, etc., presented upon graduation.
- E. Honour Society: Students achieving academic excellence as prescribed by specific criteria will become members of the College of the North Atlantic Honour Society.

### 2.0 Applications

- A. Unless otherwise stated, applications are not required for an award designated as a graduation award, scholarship or prize.

- B. Only ONE application shall be required of a candidate in order to be considered for ANY or ALL awards designated as a bursary.
- C. While the College reserves the right to grant awards to students who have not applied, those students may not claim any right of consideration by the Awards Committee.

### **3.0 Eligibility for College Awards**

- A. No scholarship or bursary administered by the College shall be awarded to a candidate who holds an award of equal or greater value, unless specifically required by the terms of the award.
- B. To be eligible for any award a student must be registered as a full-time student in a recognized College program.
- C. The eligibility criteria for awarding a scholarship shall be:
  - 1) Candidates should be in clear academic standing with a GPA of at least 2.5.
  - 2) At least 80% of the credits accumulated at the point of consideration must have been obtained at the College.
  - 3) Courses which are not included in the requirements for graduation will not be included in the calculation of the weighted average.
  - 4) Candidates must have attained a passing grade in ALL courses being considered in establishing weighted average. Marks obtained in supplementary exams will be considered in the calculation of the weighted average.
  - 5) In cases where the student repeats a course, the best grades are to stand for calculation of weighted average.
  - 6) The eligibility criteria for awarding a prize or bursary shall be:
    - a. Candidates in the second or third year of a program must have attained a minimum GPA of 2.00 and have clear academic standing.

- b. Candidates in certificate-level and 1st year diploma-level programs must have attained reasonable academic performance in their program of studies to date.

#### **4.0 Eligibility for Governor General's Medal**

The Governor General's Medal is awarded to a graduate who has achieved the highest academic standing at each campus of the College. The student must be graduating from a two or three-year, diploma-level program.

#### **5.0 Eligibility for President's Medal of Excellence**

The President's Medal of Excellence will be awarded to one full-time student in each program who attains the highest academic standing in his/her program; the student will also receive a certificate. Criteria are as follows:

- 1) Candidate must meet all College scholarship criteria.
- 2) The medal is campus-based.
- 3) The medal is available to both Certificate and Diploma-level programs.
- 4) For continuous intake programs, all students who have attended up to and including their formal graduation date are considered in that academic year.
- 5) In cases where there are multiple classes of the same program at one campus, only one medal will be issued.
- 6) In the event of a tie, the Instructor/Department will make the final decision based on other criteria.

#### **6.0 Eligibility for Honour Society**

The College has established an Honour Society to recognize those learners who meet the following criteria:

- 1) Those in diploma-level programs where the passing grade of the courses is 50% to 65% that have a grade point average (GPA) of 4.0.
- 2) Those in diploma-level programs where the passing grade of the courses is 80% that have a grade point average (GPA) of 4.0 and no mark less than 90%.

- 3) Those in Industrial Trades Programs who have an 80% or greater **in each course**.
- 4) Students who are registered under General Studies who have completed 4 or more courses within any given semester and who achieve 80% or greater **in each course**.
- 5) Office Administration and Business Administration are taught, at some campuses, by the individualized instruction methodology. In order to qualify for Honour Society status, students must have completed 16 credits or more in a given semester. Students in this category must achieve a GPA of 4.0 in order to qualify for the Honour Society.

Process:

- Students names posted at their campus at the end of each semester
- Student transcript will state, “College of the North Atlantic Honour Society” at the end of each semester that they achieve this criteria.

## **7.0 Outstanding Fees**

Award recipients who owe outstanding fees to the College will have their monetary award credited to their account.

## **8.0 Documentation**

Awards administered by the College shall be recorded on the recipient’s official academic record.

Transcripts for students who achieve Honour Society status, will state, “Member of the College of the North Atlantic Honour Society” at the end of each semester that they achieve this criteria.

## **9.0 Awards Committee Structure**

- A Provincial Awards Committee appointed by the Senior VP of Academic and Learner Services has the responsibility of selecting provincial recipients of awards.
- The Committee will also be responsible for the promotion of College



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