



COLLEGE OF THE NORTH ATLANTIC
OPERATIONAL PROCEDURE

TOPIC: STUDENT AWARDS

Procedure No.	SS-204-PR	Division	Student Services
Supersedes	n/a	Board Policy Ref.	n/a
Related Policy	SS-204	Effective Date:	December 23, 2020 (R8)

PROCEDURES

1.0 Definitions

- 1.1 Award refers to all awards listed below: achievement award, scholarship, bursary, medal, prize and distinction award.
- 1.2 A monetary award given in recognition of academic excellence, leadership and community/college involvement shall be designated as an achievement award.
- 1.3 A monetary award given in recognition of academic excellence shall be designated as a scholarship.
- 1.4 An award given in recognition of a variety of qualities shall be designated as a distinction award. Some examples would be but are not limited to: passion for learning, demonstrated initiative, significant contribution to class, good work ethic, positive attitude, willingness to help others and/or a strong desire to succeed.
- 1.5 A monetary award given in recognition of academic merit and financial need shall be designated as a bursary.
- 1.6 An award given in recognition of performance in a particular subject area or task shall be designated as a prize.
- 1.7 Medals: President's Medal of Excellence, Governor General's Academic Medal, and other medals presented upon graduation.

- 1.8 Honour Society: Students achieving Honour Society status as prescribed by specific criteria will become members of the College of the North Atlantic Honour Society.
- 1.9 Graduated with Honours: Students achieving Honours status as prescribed by specific criteria will have “graduated with honors” on their official transcript.
- 1.10 Academic Excellence: for the purpose of achievement awards and scholarships, academic excellence refers to a candidate who has attained the minimum weighted/overall average of 75% or higher. Note: some programs are based on weighted average and others are based on overall average.
- 1.11 Academic Merit: for the purpose of Distinction Awards, Bursaries and Prizes, academic merit refers to a candidate who has attained the minimum weighted/overall average of 60% or higher, except in cases where the grading basis is higher for the program. Note: some programs are based on weighted average and others are based on overall average.

2.0 Applications

- 2.1 An application shall be required of a candidate for each award designated as an achievement award or bursary.
- 2.2 Unless otherwise stated, applications are not required for an award designated as a distinction award, graduation award, prize or scholarship.
- 2.3 Students who do not apply for an award are not entitled to be considered for an award; however, the College reserves the right to grant awards to students who have not applied.

3.0 Eligibility for College Awards

- 3.1 During a campus or provincial awards selection process no achievement award, scholarship, distinction award, bursary or prize administered by the College, within that process, shall be awarded to a candidate who holds an award of equal or greater value, unless specifically required by the terms of the award.
- 3.2 To be eligible for any award a student must be registered as a full-time student in a recognized College program.

- 3.3 To be eligible for renewal of an achievement award, scholarship or bursary the student must maintain full time status in their recognized College program and continue to meet eligibility requirements of the award.
- 3.4 The minimum eligibility criteria for awarding an Achievement Award shall be:
- i. Candidates must be in clear academic standing with a minimum weighted/overall average of 75%.
 - ii. At least 80% of the credits accumulated at the point of consideration must have been obtained at the College.
 - iii. Courses which are not included in the requirements for graduation will not be included in the calculation of the weighted/overall average.
 - iv. Candidates must have attained a passing grade in ALL courses being considered in establishing weighted/overall average. Marks obtained in supplementary exams will be considered in the calculation of the weighted/overall average.
 - v. In cases where the student repeats a course, the best grades are to stand for calculation of weighted/overall average.
- 3.5 The minimum eligibility criteria for awarding a Scholarship shall be:
- i. Candidates must be in clear academic standing with a minimum weighted/overall average of 75%.
 - ii. At least 80% of the credits accumulated at the point of consideration must have been obtained at the College.
 - iii. Courses which are not included in the requirements for graduation will not be included in the calculation of the weighted/overall average.
 - iv. Candidates must have attained a passing grade in ALL courses being considered in establishing weighted/overall average. Marks obtained in supplementary exams will be considered in the calculation of the weighted/overall average.

- v. In cases where the student repeats a course, the best grades are to stand for calculation of weighted/overall average.

3.6 The minimum eligibility criteria for awarding a Distinction Award shall be:

- i. Candidates must be in clear academic standing with a minimum weighted/overall average of 60%, except in cases where the minimum grading basis is higher. (e.g. in Industrial Trades and Primary Care Paramedicine, it is 70%). The weighted average will be used except in cases where programs use an overall average.
- ii. At least 80% of the credits accumulated at the point of consideration must have been obtained at the College.
- iii. Courses which are not included in the requirements for graduation will not be included in the calculation of the weighted/overall average.
- iv. Candidates must have attained a passing grade in ALL courses being considered in establishing weighted/overall average. Marks obtained in supplementary exams will be considered in the calculation of the weighted/overall average.
- v. In cases where the student repeats a course, the best grades are to stand for calculation of weighted/overall average.

3.7 The minimum eligibility criteria for awarding a Bursary shall be:

- i. Candidates must be in clear academic standing with a minimum weighted/overall average of 60%, except in cases where the minimum grading basis higher. (E.g. in Industrial Trades and Primary Care Paramedicine, it is 70%). The weighted average will be used except in cases where programs use an overall average.
- ii. At least 80% of the credits accumulated at the point of consideration must have been obtained at the College.
- iii. Courses which are not included in the requirements for graduation will not be included in the calculation of the weighted/overall average.

- iv. Candidates must have attained a passing grade in ALL courses being considered in establishing weighted/overall average. Marks obtained in supplementary exams will be considered in the calculation of the weighted/overall average.
- v. In cases where the student repeats a course, the best grades are to stand for calculation of weighted/overall average.

3.8 The minimum eligibility criteria for awarding a Prize shall be:

- i. Candidates must be in clear academic standing with a minimum weighted/overall average of 60%, except in cases where the minimum grading basis higher. (e.g. in Industrial Trades and Primary Care Paramedicine, it is 70%). The weighted average will be used except in cases where programs use an overall average.
- ii. At least 80% of the credits accumulated at the point of consideration must have been obtained at the College.
- iii. Courses which are not included in the requirements for graduation will not be included in the calculation of the weighted/overall average.
- iv. Candidates must have attained a passing grade in ALL courses being considered in establishing weighted/overall average. Marks obtained in supplementary exams will be considered in the calculation of the weighted/overall average.
- v. In cases where the student repeats a course, the best grades are to stand for calculation of weighted/overall average.

4.0 Eligibility for Governor General's Medal

The Governor General's Medal is awarded to the graduate who has achieved the highest weighted/overall average at each campus where applicable. 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 weighed/overall average; the student will also receive a certificate. Criteria are as follows:

- 5.1 Candidate must meet all College scholarship criteria.
- 5.2 The medal is campus-based.
- 5.3 The medal is available to both certificate and diploma-level programs.
- 5.4 For continuous intake programs, all students who have attended up to and including their formal graduation date are considered in that academic year.
- 5.5 In cases where there are multiple classes of the same program at one campus, only one medal will be issued.
- 5.6 In the event of a tie, there will be additional recipients.

6.0 Eligibility Requirements for Dean's Honour Roll

The College has established a Dean's Honour Roll to recognize full time students who meet the following criteria:

- 6.1 Those in certificate or diploma-level programs where the passing grade of the courses is 50% to 65% who have a grade point average (GPA) of 4.0 and no mark less than 80%.
- 6.2 Some campuses offer Office Administration and Business Administration by the individualized instruction methodology. At campuses where this applies, students must be full time and achieve a grade point average (GPA) of 4.0 and no mark less than 80% in order to qualify for the Dean's Honour Roll.

7.0 Eligibility for Honours Status at Graduation

The College recognizes graduates who have attained an overall grade point average (GPA) of 4.0 and attained a minimum mark of 80% in each course of their certificate or diploma level program. Students who achieve this will be recognized during the graduation ceremony with an honour cord.

8.0 Outstanding Fees

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

9.0 Documentation

- 9.1 Awards administered by the College shall be recorded on the recipient's official academic record.
- 9.2 Transcripts for students who achieve honour society status (semester based), will state, "Dean's Honour Roll" at the end of each semester that they achieve this criteria.
- 9.3 Students who have achieved honour society status (semester based) will have their names posted on the college website within each individual academic school page at the end of the applicable semester.
- 9.4 Transcripts for students who achieve honours at graduation, will state, "Graduated with Honors" on their transcript. Note: PeopleSoft is an American program and the notation "Degree Honors" cannot be changed on the transcript; we changed the wording to "Graduated with Honors".
- 9.5 Students who have achieved Dean's Honour Roll status will have a customized letter sent to them via their college email address (PDF Format). This letter will be generated on Academic School letterhead and be signed by the Dean of their respective school.

10.0 Awards Ceremony or Awards Recognition Event

- 10.1 Each campus will hold at least one awards ceremony or recognition event annually for award recipients. The ceremony(s) will be organized by the campus awards and/or graduation committee as applicable. As per graduation policy / procedures SS-214 and SS-214-PR, these award presentations cannot occur at formal graduation ceremonies.

11.0 Awards Committee Structure

- 11.1 A Provincial Awards Committee appointed by the Vice President-Student Engagement will have the responsibility of selecting provincial recipients of awards.
- 11.2 The Provincial Awards Committee will also be responsible for the promotion of College awards. The Committee will recommend to the Vice President-Student Engagement the procedures and regulations to be used in the determination of all awards.
- 11.3 The Provincial Awards Committee will consist of a Chairperson, appointed by the Vice President-Student Engagement, the Manager of Alumni and Advancement, a representative from CNA finance

department, Financial Aid and Awards Officer, Associate Registrar Registration and Records, and representatives from various campus-level Awards Committees.

- 11.4 A campus-level Awards Committee will be responsible for administering the awards specific to that campus. This committee will also be responsible for the annual campus awards ceremony.

12.0 Publication of Available Awards

- 12.1 All awards and criteria will be published on the College website.
- 12.2 General information on award criteria will be published in the College calendar.

13.0 Solicitation of Awards

Solicitation and stewardship of awards, is the primary function of the Office of Alumni and Advancement. It is recognized however that many local connections and relationships are fostered at the campus level. To ensure a cohesive approach, all donor outreach at the campus level needs to be shared with the Office of Alumni and Advancement. In turn, the Office of Alumni and Advancement will continue to work with the campuses to ensure all donor expectations are met and provide additional support in processing, stewarding and facilitating donor requests.

Any donor solicitation must be done in accordance with the following policies and procedures:

Donations [ICE-701](#) | [ICE-701-PR](#)

Prospect Clearance [ICE-702](#) | [ICE-702-PR](#)

Approval History	
Approved by President	June 20, 1997
Revision 1	April 2, 2007
Reviewed	May 15, 2007
Revision 2	December 14, 2010
Revision 3	February 9, 2012
Revision 4	October 24, 2012
Revision 5	April 28, 2016
Revision 6	May 19, 2016
Revision 7	December 12, 2019
Revision 8	December 23, 2020