



# 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>	November 4, 2025 (R9)

## PROCEDURES

### 1.0 Definitions

#### 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.

#### Academic Merit

For the purpose of distinction awards, bursaries, and prizes, academic merit refers to a candidate who has attained clear academic standing as defined by their program. Academic standing definitions can be found in section 13 of the Registration Procedure (AC-103-PR).

#### Award

All awards listed below in the Student Awards Procedure: achievement award, scholarship, bursary, medal, prize, and distinction award.

- **Achievement Award:** A monetary award given in recognition of academic excellence, leadership, and community/college involvement.

- Bursary: A monetary award given in recognition of academic merit and financial need.
- Distinction Award: An award given in recognition of a variety of qualities. Examples include 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.
- Medals: President's Medal of Excellence, Governor General's Academic Medal, and other medals presented upon graduation.
- Prize: An award given in recognition of performance in a particular subject area or task.
- Scholarship: A monetary award given in recognition of academic excellence.

Dean's Honour Roll

A designation given each semester to students who achieve honours status as prescribed by criteria in section 6.1.

Dean's Honour Society

A designation given at the end of a program to graduating students who achieve honours status as prescribed by criteria in section 7.0.

Weighted Average

An average that considers the "importance" or weight of a number in its calculation. For CNA, it is the weight of a credit value.

## **2.0 Applications**

- 2.1 A fully completed application will be required of a candidate for each award designated as an achievement award or bursary. In addition, some scholarships will require a fully completed application.
- 2.2 Unless otherwise stated in section 2.1, 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, certain awards, such as scholarships, may not require an application process, and the College of the North Atlantic (CNA) reserves the right to grant these awards to students without an application.
- 2.4 If a campus awards committee finds that a student has falsified information on their awards application, the committee reserves the right to disqualify the student if the factual information that was falsified would render the student ineligible for the award.

### **3.0 Eligibility for College of the North Atlantic Awards**

- 3.1 During a campus or provincial awards selection process no achievement award, scholarship, distinction award, bursary, or prize administered by CNA, within that process, will 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 CNA program as per sections 13 and 14 of the Academic Definitions Procedure (AC-101-PR).
- 3.3 To be eligible for renewal of an achievement award, scholarship, or bursary the student must maintain full-time status in their recognized CNA program and continue to meet eligibility requirements of the award.
- 3.4 The minimum eligibility criteria for an Achievement Award:
  - i. Candidates must be in clear academic standing with a minimum weighted/overall average of 75%.
  - ii. Courses which are not included in the requirements for graduation will not be included in the calculation of the weighted/overall average.
  - iii. 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.
  - iv. In cases where the student repeats a course, the best grades are to stand for calculation of weighted/overall average.

- v. At least 80% of credits/courses/hours (depending on program) accumulated at the point of consideration must be obtained from the current program. This means candidates will not have more than 20% exemptions of credits/courses/hours (depending on program) at the point of consideration.

3.5 The minimum eligibility criteria for a Scholarship:

- i. Candidates must be in clear academic standing with a minimum weighted/overall average of 75%.
- ii. Courses which are not included in the requirements for graduation will not be included in the calculation of the weighted/overall average.
- iii. 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.
- iv. In cases where the student repeats a course, the best grades are to stand for calculation of weighted/overall average.
- v. At least 80% of credits/courses/hours (depending on program) accumulated at the point of consideration must be obtained from the current program. This means candidates will not have more than 20% exemptions of credits/courses/hours (depending on program) at the point of consideration.

3.6 The minimum eligibility criteria for a Distinction Award:

- i. Candidates must be in clear academic standing as defined by their program. Academic standing definitions can be found in section 13 of the Registration Procedure (AC-103-PR).
- ii. Courses which are not included in the requirements for graduation will not be included in the calculation of the weighted/overall average.
- iii. 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.

- iv. In cases where the student repeats a course, the best grades are to stand for calculation of weighted/overall average.
- v. At least 80% of credits/courses/hours (depending on program) accumulated at the point of consideration must be obtained from the current program. This means candidates will not have more than 20% exemptions of credits/courses/hours (depending on program) at the point of consideration.

**3.7 The minimum eligibility criteria for a Bursary:**

- i. Candidates must be in clear academic standing as defined by their program. Academic standing definitions can be found in section 13 of the Registration Procedure (AC-103-PR).
- ii. Courses which are not included in the requirements for graduation will not be included in the calculation of the weighted/overall average.
- iii. 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.
- iv. In cases where the student repeats a course, the best grades are to stand for calculation of weighted/overall average.
- v. At least 80% of credits/courses/hours (depending on program) accumulated at the point of consideration must be obtained from the current program. This means candidates will not have more than 20% exemptions of credits/courses/hours (depending on program) at the point of consideration.

**3.8 The minimum eligibility criteria for a Prize:**

- i. Candidates must be in clear academic standing as defined by their program. Academic standing definitions can be found in section 13 of the Registration Procedure (AC-103-PR).
- ii. Courses which are not included in the requirements for graduation will not be included in the calculation of the weighted/overall average.

- iii. 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.
- iv. In cases where the student repeats a course, the best grades are to stand for calculation of weighted/overall average.
- v. At least 80% of credits/courses/hours (depending on program) accumulated at the point of consideration must be obtained from the current program. This means candidates will not have more than 20% exemptions of credits/courses/hours (depending on program) at the point of consideration.

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

- 4.1 The Governor General's Bronze Medal will be awarded to the full-time (as per sections 13 and 14 of the Academic Definitions Procedure (AC-101-PR)) graduate who has achieved the highest weighted/overall average at each campus or online where applicable. The student must be graduating from a two or three-year diploma-level program.
- 4.2 The Governor General's Silver Medal will be awarded to the full-time (as per sections 13 and 14 of the Academic Definitions Procedure (AC-101-PR)) graduate of any applied degree program with the highest weighted/overall average.

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

The President's Medal of Excellence will be awarded to one full-time (as per sections 13 and 14 of the Academic Definitions Procedure (AC-101-PR)) graduating student in each program who attains the highest weighed/overall average in their program; the graduating student will also receive a certificate. Criteria are as follows:

- 5.1 Candidate must meet all CNA scholarship criteria.
- 5.2 The medal is available to graduating students whose programs are based on campus and online.
- 5.3 The medal is available to certificate, diploma, advanced diploma, post diploma, and applied degree programs.

- 5.4 For continuous intake programs, all graduating 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, all qualifying recipients will receive the award.

## **6.0 Eligibility Requirements for Dean's Honour Roll**

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

- 6.1 Those in certificate, diploma, advanced diploma, post diploma, and applied degree programs with 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 Requirements for Dean's Honour Society**

CNA recognizes graduates who have attained an overall GPA of 4.0 or attained a minimum mark of 80% in each course of their certificate, diploma, post diploma, and applied degree program. Graduating 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 CNA will have their monetary award credited to their account.

## **9.0 Documentation**

- 9.1 Awards administered by CNA will be recorded on the recipient's official academic record.
- 9.2 Transcripts for students who achieve honours 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 Dean's Honour Roll (semester based) will have their names posted at the campus and on the CNA website.
- 9.4 Transcripts for graduating students who achieve honours status at graduation, will state, "Dean's Honour Society".
- 9.5 Graduating students who have achieved Dean's Honour Society status will receive:
- an Honour Cord during graduation (to be mailed out if the student is absent); and
  - a letter via their CNA e-mail which will be generated on Academic School letterhead and 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 online awards committee as applicable. As per the Graduation Ceremonies Policy (SS-214), these award presentations cannot occur at formal graduation ceremonies.

## **11.0 Awards Committee Structure**

- 11.1 A Provincial Awards Committee appointed by the Associate Vice President of Student Services will have the responsibility of selecting provincial recipients of awards.
- 11.2 The Provincial Awards Committee will also be responsible for the promotion of CNA awards. The Committee will recommend to the Associate Vice President of Student Services 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 Associate Vice President of Student Services, a representative of CNA Foundation, a representative from CNA Finance Division, a Financial Aid and Awards Officer, the Associate Registrar, Registration and Records, and no more than six campus representatives.
- 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.



- 11.5 An online awards committee will be responsible for administering awards specific to online students. This committee will also be responsible for the annual awards ceremony.

## 12.0 Publication of Available Awards

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

## 13.0 Solicitation of Awards

CNA Foundation is exclusively responsible for the solicitation and stewardship of all awards on behalf of CNA. While it is acknowledged that campuses may cultivate valuable local relationships, all donor outreach, communication, and engagement must be coordinated with – and approved by – CNA Foundation. No campus, department, or individual shall independently solicit awards or approach donors without prior consultation and coordination with CNA Foundation. This centralized oversight ensures alignment with institutional priorities, consistency in donor engagement, and effective stewardship. CNA Foundation will continue to collaborate with all CNA staff to fulfill donor intentions and provide support in the solicitation, processing, stewardship, and facilitation of all donor-related activities.

Any donor solicitation must be done in accordance with the Donations Policy (PA-608) and the Prospect Clearance Policy (PA-609).

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
Revision 9	November 4, 2025