



# 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>	May 19, 2016 (R6)

## 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. 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 shall be designated as a distinction award.
- 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

Medals, and other medals presented upon graduation.

- 1.8 Honour Society: Students achieving Honour Society as prescribed by specific criteria will become members of the College of the North Atlantic Honour Society.
- 1.9 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.
- 1.10 Academic Merit: for the purpose of bursaries, 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 or bursary 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. (i.e. 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 is higher. (i.e. In Industrial Trades and in 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 bases is higher. (ie: In industrial Trades and in 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 a 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 in his/her program; 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 for Honour Society (Semester Based)**

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

- 6.1 Those in certificate, diploma, and post-diploma programs who have a grade point average (GPA) of 4.0 and/or 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 Honour Society.

## **7.0 Honour Society Status at Graduation**

The College recognizes graduates who have attained honour society in each semester of their program resulting in an overall grade point average (GPA) of 4.0 and/or no mark less than 80%. 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, "Honour Society" at the end of each semester that they achieve this criteria.
- 9.3 Students who have achieved honour society status will have their names posted at their campus and the College website at the end of the semester.
- 9.4 Transcripts for students who achieve Honour Society status at graduation will state, "Graduated with Honours" on their transcript.

## **10.0 Awards Committee Structure**

- 10.1 A Provincial Awards Committee appointed by the Associate Vice-President of Student Services will have the responsibility of selecting provincial recipients of awards.
- 10.2 The Committee will also be responsible for the promotion of College awards. The Committee will recommend to the Associate Vice-President Student Services the procedures and regulations to be used in the determination of all awards.
- 10.3 The Committee will consist of a Chairperson appointed by the Associate Vice-President of Student Services, , the Manager of Alumni and

Advancement, a representative from CNA Finance department and representatives from various campus-level Awards Committee.

- 10.4 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.

**11.0 Publication of Available Awards**

- 11.1 All awards and criteria on the College website.
- 11.2 General information on awards criteria will be published in the College Calendar.

**12.0 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 [DA-701](#) | [DA-701-PR](#)

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

Approval History	
Approved by President	June 20, 1997
Revision 1	April 2, 2007
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