

## Policy 8910: Student Awards Policy

### A. PURPOSE

This policy ensures the proper conditions for equitable, consistent adjudication of awards intended for students with monetary value to meet the institutional commitments of Selkirk College.

### B. SCOPE / LIMITS

This policy applies to all student awards funded by donation, the College or internal or external grants provided to future, current and past students of Selkirk College.

This policy does not apply to honours, achievements, non-monetary prizes or acknowledgements (eg. honour roll, valedictorian, certificates of achievement) except when accompanied by financial value (including waivers with the exception of those below).

The policy does not include College application waivers, discounts or prizes provided for the purpose of student recruitment. Prizes without significant monetary value are also not included (eg. sweatshirts, water bottles).

### C. PRINCIPLES

1. Selkirk College believes awards improve access and can foster a learning environment of decolonization, reconciliation, equity, diversity, inclusion and access for all students based on the values, priorities and commitments of Selkirk College.
2. Clear procedures, processes and approvals ensure responsible accounting, adjudication of awards, and timely delivery of financial awards to students.
3. Selkirk College respects awards criteria set by the body providing the award and ensures responsible adherence to the criteria.
4. Selkirk College ensures an equitable and collaborative adjudication process.

### D. DEFINITIONS

For full definitions of all Financial Aid and Award terms, please see Appendix A.

Award

A broad term (includes bursary, scholarship, and prizes) that describes monetary gifts provided to students that meet a set of criteria and conditions established by donors, the college or other external partners.

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Awards cycle	A period through the academic year through which awards criteria is created, collected and funds are distributed based on criteria provided by donor or body providing the funds. As part of the awards cycle are the scholarship cycle, the bursary cycle, etc.
Bursary	An award issued primarily with criteria focused on financial need.
Criteria	A set of rules or conditions by which funds can be allocated.
Domestic	A student with Canadian Citizenship, Permanent Residency, or Refugee Status.
Emergency	A one-time situation that cannot be predicted, is not expected to be ongoing and results in unexpected undue hardship at that time.
Entrance Scholarship	Scholarships adjudicated prior to study at Selkirk College and awarded with confirmed enrolment. Typically based on GPA.
Nominated	A process through which a school or department submits a student nominee for an award.
Objective award criteria	Award criteria based on data that does not require interpretation and would not vary if calculated twice using the same procedures.
Prize	An award issued primarily with criteria focused on specific, one-time, academic or non-academic achievement with or without monetary value
Review Group	A group of two or more people set to assess a subjective-criteria award to ensure due process.
Scholarship	A monetary award issued primarily with criteria focused on grade point average.
Subjective award criteria	Award criteria based on essays, written evidence, reference letters or other documents that require the adjudicator to make an opinion of how well the documents fit the criteria.

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Waivers

A promise of making a regular fee or amount appear waived. Waivers are typically funded by another source in lieu of being truly waived.

**E. RESPONSIBILITIES**

<p>Advancement</p>	<ul style="list-style-type: none"> <li>• To advance the student support goals of Selkirk College through endowment income allocation and the active solicitation of donations for student awards</li> <li>• To encourage award criteria aligned with the mission, vision, values, and commitments of Selkirk College</li> </ul>
<p>Awards Committee</p>	<ul style="list-style-type: none"> <li>• To develop a formal Terms of Reference to be approved by the College Leadership Team</li> <li>• To ensure the terms of reference represents the College commitments of diversity and inclusion, environmental sustainability, health and wellness, innovation, and reconciliation</li> <li>• Meets a minimum of once a year with the primary responsibility to:             <ul style="list-style-type: none"> <li>○ Determine the maximum total of award monies per student for the period or periods (example, “The Financial Aid office is not to award more than \$8000 to a single student”)</li> <li>○ Support the Financial Aid Office with any questions and decisions on rubric/definitions for the coming year (eg. defining “financial need” and how this is calculated, defining of “undue hardship” which may change based on the strategic plan, EDI Plan, Indigenization Plan or the government’s priorities)</li> <li>○ Collaborate on holistic Selkirk College strategic solutions for high level allocation challenges and areas of additional need.</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>○ Review and amend a menu of preferred award criteria from which Advancement can support future donations</li> <li>○ Define any undefined elements or criteria in awards to ensure consistent and equitable application in a manner of holistic student wellness and success</li> </ul>
Financial Aid Office	<ul style="list-style-type: none"> <li>● Organize and adhere to the criteria of student awards</li> <li>● Report on outcomes and spending to government, advancement or other external bodies when required</li> <li>● Organize review committees for adjudication when required and action any outcomes or decisions</li> <li>● To review the results of all review groups (where appropriate) to ensure compliance with any external or internal regulations or criteria</li> <li>● Ensure that decisions are communicated to students and procedures/processes are followed to distribute funds in a timely and accurate way</li> <li>● Ensure that procedure/processes are documented and available on request for internal audiences (or external where appropriate – eg. auditors)</li> <li>● Provide a central hub of knowledge and expertise for award disbursement</li> <li>● Ensure clear processes and approval points are created for responsible accounting and adjudication of monetary awards</li> <li>● Ensure timely delivery of funds to students.</li> </ul>
Marketing/Communications	<ul style="list-style-type: none"> <li>● To advise and support the branding and design of awards issued in Selkirk College’s name that require a physical representation (eg. award certificates)</li> <li>● To support the communication and recruitment of students to the monetary awards application</li> <li>● To share student success and resiliency in awards (scholarships and bursaries)</li> </ul>
Privacy Officer	<ul style="list-style-type: none"> <li>● In cases of disagreement or appeal, the matter may be escalated to the College Privacy officer for review to determine what items may be disclosed.</li> </ul>

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Registrar	<ul style="list-style-type: none"> <li>• To chair the awards committee</li> <li>• To support adherence to policy</li> <li>• To conduct procedural reviews as required (see section F: Appeals)</li> <li>• To support the Financial Aid Office process in the event of a disclosed conflict of interest</li> <li>• To ensure procedure and process changes do not occur mid-awards cycle unless specifically required by a legislative authority or approved by an executive member of Selkirk College.</li> </ul>
Review Group	<ul style="list-style-type: none"> <li>• To develop a rubric to support equitable assessment of applications.</li> <li>• To recommend names to the Financial Aid office for further review and award allocation.</li> <li>• To declare any conflict of interest immediately if present (see section I).</li> </ul>
Schools/Departments	<ul style="list-style-type: none"> <li>• To provide information within the criteria and deadlines provided by the Financial Aid office to ensure-nominated awards are processed and awarded to students</li> <li>• To serve on review committees as award criteria requires</li> </ul>

**F. APPEALS**

Due to the finite limits of the funding provided to students, appeals of funding decisions are not possible. If there are questions as to the procedures or processes followed, a request for a procedural review may be made to the Registrar within 2 months of the communication of the funding decision by student, faculty, or staff member. The results of the procedural review will be communicated in a letter copied to the appellant and the one-level up supervisor of the Registrar (eg. Associate Vice-President, Student Success).

**G. LEGACIED AWARDS**

Where awards are in existence prior to the creation of this policy, and, have allocation guidelines or rubrics existing in contrast to those in this policy, allocations will be permitted to continue in alignment with the previous agreement until opportunities for change and renewal occur.

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### H. PRIVACY

Publications, announcements, financial information, or personal information disclosed for the adjudication of awards will not be released without prior written consent of the applicant. Based on the criteria provided by the donation to create a given award, students who do not consent to disclosure of their personal information may be denied access to certain awards requiring publication, event attendance, release of personal information, or public announcement.

### I. CONFLICT OF INTEREST

Conflicts of interest must be declared upon discovery. In the case of a conflict of interest, the Registrar will stand in or provide advice to the Awards committee for decision.

### J. OTHER RELEVANT DOCUMENTS AND POLICIES

- X Freedom of Information and Privacy Legislation
- 6555 Management of Privacy Breach
- 8612 College Grading Policy
- 8619 Student Probation
- 9000 Signing Policy
- Strategic Plan (or equivalent)
- Indigenization Plan (or equivalent)
- EDI Plan (or equivalent)

#### Responsibility, Recommendation and Approval Dates

**Executive Responsibility:** Associate Vice President, Student Success

**Administrative Responsibility:** Registrar

**Recommended by Policy Review Committee:** May 17, 2023

**Recommended/Approved by Education Council:** June 8, 2023

*Sarah Leckthaler*

Signature

Date

**Approved by President:** n/a

**Linkage to Board Policy:** TBA

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### APPENDIX A: Glossary of Student Award Terms

Award	A broad term (includes bursary, scholarship, and prizes) that describes monetary gifts provided to students that meet a set of criteria and conditions established by donors, the college or other external partners.
Awards cycle	A period through the academic year through which awards criteria is created, collected and funds are distributed based on criteria provided by donor or body providing the funds. As part of the awards cycle are the scholarship cycle, the bursary cycle, etc.
Bursary	An award issued primarily with criteria focused on financial need.
Criteria	A set of rules or conditions by which funds can be allocated.
Cumulative Grade Point Average (CGPA)	Grade point average as calculated over student's entire academic record at Selkirk College.
Department-nominated	A process through which a school submits a student nominee for an award.
Domestic	A student with Canadian Citizenship, Permanent Residency, or Refugee Status.
Emergency	A one-time situation that cannot be predicted, is not expected to be ongoing and results in unexpected undue hardship at that time.
Entrance Scholarship	Scholarships adjudicated prior to study at Selkirk College and awarded with confirmed enrolment. Typically based on GPA.
Financial Aid	Any type of monetary award or student funding for tuition, living expenses, emergency expenses to aid in the participation in higher education.
Full-time course load	Defined by the Academic Calendar, relates to the amount of courses/credit hours enrolled by a current student to be full time.
Good standing	The absence of formal academic probation or suspension (see Policy 8619), code of conduct violations, or outstanding debts to the College.
Grade Point Average	Grades as calculated based on a specific scale (eg. 0 -

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(GPA)	4.33, or percentage) as determined by College grading policy (see Policy 8612).
Nominated	A process through which a school or department submits a student nominee for an award.
Objective award criteria	Award criteria based on data that does not require interpretation and would not vary if calculated twice using the same procedures.
Part-time course load	Defined by the Academic Calendar, relates to the amount of courses/credit hours enrolled by a current student to be part-time.
Prize	An award issued primarily with criteria focused on specific, one-time, academic or non-academic achievement with or without monetary value
Program Grade Point Average (PGPA)	Grade point average as calculated by the requirements of a given program (and not included any courses repeated due to failure or continuation requirements).
Review Group	A group of two or more people set to assess a subjective-criteria award to ensure due process.
Scholarship	A monetary award issued primarily with criteria focused on grade point average.
Single-point adjudication	Applications only reviewed by a single individual prior to awarding funds.
Subjective award criteria	Award criteria based on essays, written evidence, reference letters or other documents that require the adjudicator to make an opinion of how well the documents fit the criteria.
Term Grade Point Average (TGPA)	The Grade Point average from a specific term (eg. Winter 2022).
Waivers	A promise of making a regular fee or amount appear waived. Waivers are typically funded by another source in lieu of being truly waived.