

 <b>CAPILANO UNIVERSITY</b>		<b>POLICY</b>	
Policy No.	Officer Responsible		
<b>S2018-02</b>	<b>Vice-President Strategic Planning, Assessment and Institutional Effectiveness</b>		
Policy Name			
<b>Student Awards</b>			
Approved by	Replaces	Category	Next Review
<b>Senate</b>	<b>E.706; E.707; E.709; E.709; B.203; B.204; ARM 1076</b>	<b>Student</b>	<b>November 2029</b>
Date Issued	Date Revised	Date in effect	Related Policies
<b>June 6, 2018</b>	<b>Nov. 5, 2024</b>	<b>Nov. 5, 2024</b>	

## 1. PURPOSE

This policy is to provide direction regarding Student Awards at Capilano University (the “University”).

## 2. DEFINITIONS

For the purposes of this policy, the following definitions apply:

“**Awards**” are financial support provided to students based on the attainment of minimum academic requirements and the assessment of a combination of criteria that include, but are not limited to, two or more of the following: academic achievement, financial need, community involvement, extra-curricular activities, demonstrated leadership, outstanding athletic or artistic participation, or service to the university community or the community at large.

“**Bursaries**” are financial support provided to students based on attainment of minimum academic requirements and the assessment of demonstrated financial need.

“**Continuing Student Awards**” refers, generically, to all Student Awards provided to students on the basis of academic and/or other achievements demonstrated in their course of studies at the University.

“**Full-Time Enrolment**” refers to registration in a minimum of nine (9) credits per term at the undergraduate level or higher, in a program of study.

“**Scholarships**” are financial support provided to students primarily on the basis of demonstrated academic achievement as demonstrated through term grade point average (TGPA) and/or cumulative grade point average (CGPA).

“**Student Awards**” refers, generically, to all Awards provided to students that are funded by the University, or by donors through the University, and administered by the Registrar’s Office. They include

both Continuing Student Awards and Student Entrance Awards.

**“Student Entrance Awards”** refers, generically, to all Student Awards provided to first-time, entering students on the basis of academic and/or other achievements demonstrated prior to the commencement of studies at the University.

### **3. SCOPE**

3.1 This policy relates to the establishment, criteria development, equitable competition, fair allocation and distribution of funding for all Student Awards. This policy relates only to those funds available to students entering or registered in academic programming or on a limited basis for upgrading programming.

3.2 This policy does not cover financial support that is:

- a) funded and administered outside the University where the University has no responsibility for any part of the funding, administration, and selection processes. The Registrar’s Office may publicize sources of external funding as a service to the University community and in limited instances, provide administration assistance, if there is deemed to be a significant benefit to our students and it has been approved by the Registrar or Vice-President, Academic and Provost.
- b) provided to students through prizes administered by program and/or Faculty areas. Faculties and programs wishing to award prizes to students are responsible for prize advertising, and reporting must develop and maintain processes that
  - i) ensure equity in competition and distribution;
  - ii) have transparent criteria, recipient selection, and vetting prior to choosing recipients and
  - iii) follow University financial reporting and record keeping protocols.

### **4. POLICY STATEMENT**

4.1 The provision of financial support to students assists those who demonstrate financial need, encourages and recognizes academic excellence, and supports student recruitment and retention.

4.2 The Registrar’s Office administers all Student Awards and supports the creation and management of Student Awards that support equity, diversity, and inclusion.

4.3 The *Freedom of Information and Protection of Privacy Act* and B.700 Privacy and Access to Information Policy will govern all aspects of the Student Awards process, including but not limited to, application and nomination forms, nomination committee decisions, and information provided to donors and others concerning Award recipients.

4.4 To ensure the full utilization of all University funds allocated to supporting students through Student Awards, all University-funded scholarship and Award funds that are unclaimed or unutilized in a given year will be moved to bursary funds for that same year.

## **5. GENERAL TERMS AND CONDITIONS OF STUDENT AWARDS**

5.1 Terms and conditions specific to Student Awards are derived from this policy and must:

- a) benefit students and have a minimum of limiting criteria;
- b) ensure equity in competition and distribution;
- c) ensure fair and wide distribution of funds;
- d) abide by any relevant government policy, regulations, and/or guidelines (e.g. BC Human Rights Code, FOIPPA, CRA regulations, etc.);
- e) be consistent with the University's vision, purpose and values;
- f) comply with pertinent University policies, procedures, and academic regulations; and
- g) be practical for the University to administer.

5.2 The University is sensitive and cautious regarding the selection criteria contained in terms of reference for Student Awards and may reject Awards if selection criteria are deemed to be inappropriate. Student Award criteria may be quantitative in nature (e.g. to be given to the student with the highest cumulative grade point average) or qualitative, where other criteria are included (e.g. demonstrated interest and achievement) that are based on supporting documentation from the student.

5.3 International students are eligible to apply for consideration for Scholarships and Awards (unless otherwise specified) but are not eligible for consideration for Bursaries.

5.4 Academic requirements will be calculated by the Registrar's Office as follows:

- a) New students direct from high school will be evaluated on their high school grade point average (GPA);
- b) New students with prior post-secondary experience will be evaluated on the cumulative grade point (CGPA) average of their previous post-secondary studies; and
- c) Continuing students will be evaluated on their term grade point average (TGPA) and/or cumulative grade point average (CGPA).

5.5 In the case of a tie, preference will be given to students who have successfully completed a greater number of credits up to the term under consideration.

- 5.6 To be eligible for Student Awards, applicants must register or maintain Full Time Enrollment in the term of application. To be eligible for Continuing Student Awards, students must have successfully completed a minimum of nine (9) credits at the undergraduate level or higher at the University.
- 5.7 The conditions in 5.6 apply to all Student Awards unless the Student Award criteria states otherwise or the student is approved to study on a reduced course load by StudentAid BC or University Accessibility Services. In these cases, the student must meet the definition of Full-time Enrollment as defined for students with permanent disabilities.
- 5.8 Students must be eligible to continue in or graduate from the program in which the student is registered, exclusive of those students allowed to continue on a probationary basis. For Student Entrance Awards, a student will be deemed to have achieved satisfactory academic standing provided the student has been granted admission to a program of study at the University.

## **6. STUDENT AWARD INFORMATION**

- 6.1 The Registrar's Office will post information about Student Awards including, a full list of the Awards available, eligibility criteria, and application processes, on the University Scholarships, Bursaries & Awards page of the University website and will update this information every semester.

## **7. STUDENT AWARD NOMINATION AND NOMINATION COMMITTEES**

- 7.1 Minimum levels of scholarship, academic standing, and acceptable conduct standards for all Student Awards will be established by the University.
- 7.2 Nomination committees will be established for specific Awards according to their Terms of Reference. Each committee will adjudicate and put forward named students for each Award. The Registrar's Office will then make sure that the students nominated meet the criteria for each Award.
- 7.3 All nomination committee members must be current University employees and approved by the Vice-President, Academic and Provost. If a student member is required for the nominating committee, the student member will be approved by the Vice-President, Academic and Provost in consultation with the Registrar.
- 7.4 Nomination committees are responsible for ensuring and maintaining the confidentiality of candidates and nominees as well as for the transparency of the candidate consideration and nomination processes.
- 7.5 Student Award donors may not be involved in the nomination or selection process, and no nomination committee member may have a conflict of interest with any Student Award applicant. All conflicts of interest must be declared.

## **8. STUDENT AWARD DISTRIBUTION**

- 8.1 The total monetary value that a student can receive in a given academic year must not exceed the highest monetary value of an existing University Award. The University may review and determine the highest monetary value from time to time, as necessary.
- 8.2 The University reserves the right to limit the number of Student Awards where too few suitable candidates exist or to withhold or cancel a Student Award in the absence of a suitable candidate or if a donor withdraws the Student Award.

## **9. STUDENT AWARD ACCEPTANCE**

- 9.1 Only students receiving a Student Entrance Award are required to formally accept the Award and the conditions of the Award. Acceptance is for a program of studies at the University that commences in the academic year immediately following Award notification.
- 9.2 If a recipient, who has formally accepted the Student Entrance Award, fails to register at the university by the fee payment deadline for the applicable term, the Award will be cancelled.

## **10. STUDENT AWARD PAYMENT**

- 10.1 Student Awards will be applied to the student's Capilano University student account.
- 10.2 Students who withdraw, reduce their course load, or otherwise alter their program of study so that they no longer meet the criteria for granting the Student Award may be required to forfeit all or part of the Student Award.
- 10.3 Student Awards may not be deferred.

## **11. STUDENT AWARD RENEWAL**

- 11.1 Approval of the second or subsequent portions of a Student Award will be conditional upon the recipient's meeting renewal criteria. Recipients who do not meet the renewal criteria will forfeit the remaining portions of their Student Award.

## **12. STUDENT AWARD RETENTION**

- 12.1 Student Award recipients may retain the honour of an Award but resign the monetary value. Any funds made available by the resignation will be made available to another eligible student.
- 12.2 Students enrolled in less than a full-time course load in their final term of studies may retain a Student Award if that number of credits is sufficient for graduation. In this case, a Student Award may be prorated.

### **13. STUDENT AWARD AUDIT AND REVERSAL**

- 13.1 All submitted Student Award applications are subject to audit and verification by the Registrar's Office. Applicants may be required to submit additional supporting documentation (e.g. financial, income tax, family information, etc.) as part of the audit process at the time of application, during the study period, or at the time of subsequent application. Student Awards will be revoked from students who misrepresent themselves on applications.
- 13.2 Any Student Award may be withheld, reduced, cancelled, or retracted from a student for any of the following reasons: failure to meet required terms and conditions, reduction in course load, withdrawal from the university, or student misconduct.

### **14. DESIGNATED OFFICER**

- 14.1 The Vice-President, Strategic Planning, Assessment and Institutional Effectiveness is the Policy Owner, responsible for the oversight of this Policy. The Administration of this Policy and the development, subsequent revisions to and operationalization of any associated procedures is the responsibility of the Registrar.

### **15. RELATED POLICIES AND GUIDANCE**

B.700 Privacy and Access to Information Policy

B.701 Student Code of Conduct

S1999-09 Academic Accommodation for Students with Disabilities

### **16. REFERENCES**

[Freedom of Information and Protection of Privacy Act](#)

University Act