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## Student Awards Procedures (144a)

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<b>Policy Sponsor:</b>	Office of the Registrar
<b>Name of Parent Policy:</b>	<a href="#">Student Awards Policy</a>
<b>Policy Contact:</b>	Coordinator, Student Awards and Financial Aid
<b>Procedure Contact:</b>	Coordinator, Student Awards and Financial Aid
<b>Effective Date of Procedures:</b>	April 28, 2010
<b>Review Date:</b>	These procedures will be reviewed annually.

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### Purpose

This document describes the procedures for the operational functions and administration of the Student Awards Program at Athabasca University.

### Definitions

Refer to the [Student Awards Policy](#) for definitions applicable to these procedures.

### Procedure

#### 1. Award Description and Selection Criteria

- a. Selection criteria may include academic achievement, community service, community leadership, family situation, financial need, commitment to a career path, disability, overcoming obstacles or other factors to be determined.
- b. In instances where a graduate award has eligibility or selection criteria that might be interpreted differently in different graduate centre's, the eligibility or selection criteria shall be defined by the Athabasca University (AU) Graduate Studies Board which may choose to delegate this to the Student Awards Committee (SAC).
- c. The selection criteria and description of an award, or any changes to the selection criteria and description of an existing award, shall be brought forward by the Office of the Registrar to the SAC for review.



- d. The SAC may request changes to the selection criteria and description of an award provided the change does not create a conflict with any conditions associated with the funding source of the award. For example, if the funding of an award has been provided with the specific condition that it is available to students who have a GPA of 3.6 or greater, then the SAC may not change the GPA requirement of the award.
- e. The selection criteria and description of all awards shall be brought forward to AU's Academic Council for formal approval.

## **2. Award Values**

- a. The proposed value of a new award or any changes in value to an existing award shall be brought forward by the Office of the Registrar to the SAC for review.
- b. The SAC may request changes to the value provided that the change does not create a conflict any conditions associated with the funding source of the award.
- c. All changes in the financial value of awards that are paid from the Future Student Awards Fund and all other changes that affect the Future Student Awards Balance must be approved by AUGC. This is typically facilitated as part of the comprehensive year-end motion for Net Assets Transfers.

## **3. Annual Review**

All awards shall undergo an annual review. Review of awards established by donors will require input and agreement from the external party. All reasonable means will be made to contact donors. Any changes to an award will follow the process detailed in procedures #1 and #2 of this procedures document.

## **4. Award by Selection Procedures**

- a. A student must be in good standing to apply for or receive an award.
- b. In the case of an entrance award, the approved selection criteria will be used to determine eligibility for the award.
- c. In assessing an award nomination or application, the Student Awards and Financial Aid Unit (SAFA) will use the criteria within the description of the award to determine the nominee's or applicant's eligibility.
- d. The selection of an award by nomination may be based upon reports generated by the Computing Services – Database Unit. In some instances, an academic centre may be requested to provide assistance in the selection of an award by nomination.



- e. Recipient selection may be based on ranking by GPA, an assessment of responses on the awards application, a defined scoring sheet or a combination of any of the these factors.
- f. Procedures for recipient selection shall be approved by the SAC. A review of selection procedures for each award will be conducted after each competition to ensure fairness of procedure.
- g. In instances where a selection committee is used for the selection of an award, the establishment of the selection committee shall follow the procedures of procedure # 5 in this procedures document.

## **5. Awards Selection Ad-hoc Committee**

- a. Each ad-hoc selection committee should have three AU academic faculty as voting members (see below for additional criteria) plus a member of the Office of the Registrar's Student Awards and Financial Aid Unit (a non-voting member).
- b. The three academic faculty committee members with voting rights should be selected in the following manner:
  - They should be academic members of staff (unless there are specific reasons why this is inappropriate (e.g. Access for Students with Disabilities Awards)).
  - At least one member should be a SAC representative.
  - If the award is specific to either graduate students or undergraduate students, then two of the three academic representatives should be from the appropriate area, or one of these two may have a high level of interest in research.
  - If an award is particular to a specific area of study, then appropriate faculty representation from that area of study should occur.
  - The awards should be decided in face-to-face meetings.
- c. Faculty membership on the SAC should be understood to include membership on an appropriate number of selection committees.

## **6. Award Recipients**

- a. Award recipients may be requested to voluntarily provide their Social Insurance Number to ensure compliance with Canada Revenue Agency regulations.
- b. Award recipients will be notified by mail that they have been selected to receive an award. This notification will be mailed via Canada Post at the time that the cheque for the award is produced.
- c. AU publishes a list of award recipients and posts it for public access. The Awards Recognition list can be found at:



<http://www.athabascau.ca/registrar/studawrds.php>

This list may be distributed to other AU locations, the Athabasca University Students' Union, and appropriate institutions with whom AU has collaboration or articulation agreements.

The names of recipients of awards linked to financial need or other criteria relative to a disadvantaged position will not be announced publicly.

- d. Award recipients who do not want their name to be published on the Awards Recognition list for public access must notify the Office of the Registrar in writing (via mail or email) prior to the deadline noted in the letter notifying students that they have been selected for the award.
- e. Awards received will not be included on academic transcripts.
- f. Cheques or award certificates issued to award recipients that become stale-dated will not be reissued.

## **7. External Awards**

The Office of the Registrar's SAFA Unit may publicize awards available to AU students from sources outside the university (external awards). External awards so publicized must be consistent with AU's values and comply with SAC approved principles and guidelines.

### **Applicable Legislation and Regulations**

[Post-Secondary Learning Act](#)

### **Related References, Policies, Procedures and Forms**

[Student Awards Policy](#)

[Endowment Management Policy](#)

[Investment Policy](#)

[Undergraduate Honours List Policy](#)

[Undergraduate Honours List Procedures](#)

[Student Awards Homepage](#)

### **History**

Athabasca University Academic Council, April 28, 2010, Motion # 223-3 (associated policy approved)