

## POLICY ON UNDERGRADUATE STUDENT AWARDS

### PURPOSE

The purpose of this Policy is to set standards for the administration of undergraduate student Awards at Brock, in order to ensure consistency in fundamental practices and procedures.

This document operates within a policy context that includes:

- Section 3.A.14 of the *Faculty Handbook*, which grants delegated authority to the Provost & Vice-President, Academic to administer and oversee undergraduate Awards;
- The *Donor Relations, Naming and Recognition Policy*, which outlines guiding principles for the stewardship of current and future gifts to the University, including endowed and non-endowed Awards funds; and
- The *Endowment Management Policy*, which establishes rules and principles for endowment management, including criteria for spending eligibility.

### SCOPE

This Policy applies to all student Awards at Brock that are funded through the University budget and/or are approved or administered through Student Accounts and Financial Aid.

Awards that are funded through the budgets of academic units and administered at the departmental level are not covered by this Policy. However, all Awards at the University are expected to respect basic principles of equity, fairness and non-discrimination in the allocation process.

This Policy does not apply to Awards established outside the University, including but not limited to those offered by federal and provincial governments, the Tri-Council agencies and private organizations.

## POLICY STATEMENT

1. Brock University is committed to fairness and non-discrimination when determining eligibility and when allocating undergraduate student Awards.
2. Awards may be created to recognize academic achievement, although they may also recognize non-academic achievements in areas which the University deems worthy of consideration. Awards may also be created to recognize areas of student need.
3. Eligibility for Awards shall be free of criteria based on personal characteristics such as race, ancestry, colour, ethnic origin, sex, creed, age, marital status, family status, sexual orientation, and disability, for example.
4. Notwithstanding the above, the University may from time to time establish Awards that are designed as a special program under the *Ontario Human Rights Code*, such as “to relieve hardship or economic disadvantage or assist disadvantaged persons or groups to achieve or attempt to achieve equal opportunity.”
5. Terms of Awards shall conform to the laws of the Government of Canada and the Province of Ontario, as well as to Senate policies and regulations and to the Brock University Act. The University will ensure that terms of awards are reviewed regularly to ensure compliance.
6. Awards shall be understood to be awarded by the University. While donors, partners and other third parties may participate in the deliberation process, the final choice of recipients will rest with the University.
7. The University may provide assistance to external agencies offering Awards where there may be benefit to students at the University. These requests will be reviewed on an individual basis by Student Awards and Financial Aid.
8. The University shall establish a common method for determining student financial need in the allocation of awards, reviewing and adapting it as needed. For Awards with financial need criteria, Student Awards and Financial Aid will assess the level of financial need of individual students.

9. Student Awards and Financial Aid will have discretion to ensure that students are not unduly penalized with respect to eligibility or allocation of Awards by participating in experiential learning, placements, exchanges, or other curricular or co-curricular activities that may enhance their studies or student experience. These exceptions would also apply to medical and compassionate leaves at the discretion of the administrative unit.
10. While there is no maximum to the number or value of undergraduate Awards a single student can hold, the University shall strive to strike an appropriate balance in the allocation of Awards between recognizing excellence and supporting a broad range of students.
11. The University reserves the right to decide to terminate an undergraduate Award at its discretion.

#### **ESTABLISHMENT OF AWARDS**

In order to be constituted as an established award, an award must have set terms and conditions that have been certified by the appropriate University representative to be in conformity with this Policy.

Terms for awards should:

- Comply with all relevant legislation, including pertinent University policies;
- Be consistent with the University's vision, mission and values; and
- Be practical for the University to administer.

The terms and conditions of all established awards shall be recorded in the Student Financial Services Office.

#### **ELIGIBILITY**

The following criteria are established related to eligibility for undergraduate student Awards:

- Students must be pursuing a Brock degree to be eligible for Awards. Students studying at Brock on a Letter of Permission or on exchange from another university are not eligible for Brock Awards.
- Undergraduate Awards for entering and continuing students are limited to students pursuing a first

university degree. Students entering the Teacher Education program are not eligible for university entrance and continuing Awards unless otherwise specified in the Award terms.

- Only Brock courses will be used to determine eligibility and calculate grade requirements for non-entrance awards.
- Unless it is otherwise prescribed in the terms of an Award, students will be considered for Awards based on the assumption of a full course load.
- Student Awards may not be offered before an offer of admission has been made. Deadlines to accept entering Awards cannot be set before any sector-wide policies or regulations the University is bound to under central application processes.
- In cases where no student is deemed eligible for an Award, the Award shall not be awarded.
- Awards shall be made based on set eligibility criteria. Contests, such as raffles, are not an appropriate basis for allocating Awards.

**RENEWABLE AWARDS**

Students who receive renewable Awards will have five years from their date of entry to use the Award. A renewable Award may only be renewed a maximum of three times.

**REFUNDS AND CARRY-FORWARD**

If the value of Awards applied to a student account exceeds the account balance, the difference will not be refunded to the student unless the student has completed their degree or the Award is a bursary identified as immediate financial need. Instead, the difference will be carried over to the following academic term.

**CANCELLATION OF AWARDS**

Students who withdraw, reduce their course load or otherwise alter their program of study may be required to forfeit all or part of their Award as dictated by the terms of reference for the Award. The decision will be made by the Student Financial Services Office and will be based on the terms of the Award, the circumstances leading to the student's decision, and the educational costs already incurred. A cancelled Award will take the form of a charge against the student's University fees account.

**DEFINITIONS**

For the purposes of this Policy, an "Award" means a scholarship, prize, medal, or bursary, and or other form of recognition bestowed upon students.

Types of student Awards include:

- ‘Scholarships’, which are monetary Awards given to students on the basis of financial need, academic merit or other areas of achievement. ‘Academic merit’ is usually interpreted to require a minimum average of 75 percent. Exceptions are made for Athletic Financial Awards, which fall under Ontario University Athletics regulations.
- ‘Prizes’, which include book prizes, certificates of achievement, Dean’s Honour List notations, department or program prizes given at the end of program years or at Convocation, and prizes for other areas of excellence such as leadership, commitment, support, participation, research, and professional development.
- ‘Medals’, which are non-financial Awards made to the top graduating students of the year. These include for example the Governor General’s Silver Medals, the President’s Medal, the Spirit of Brock Medals and the Dean’s Medals.
- ‘Bursaries’, which are non-repayable grants awarded to assist students who are in financial need and who maintain a satisfactory academic standing.

**COMPLIANCE  
AND REPORTING**

This Policy is under the jurisdiction of the Brock University Senate.

The Provost & Vice-President, Academic or their designate will report annually to Senate via the Undergraduate Student Affairs Committee on the allocation of undergraduate awards.

Information Table format:

Policy Owner:	Provost & Vice-President, Academic
Policy Lead:	Provost & Vice-President, Academic
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Approval:	Senate
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