KPU | KWANTLEN POLYTECHNIC UNIVERSITY

ST1 Student Awards Procedure

Category: ST (Students)
Effective Date: June 24, 2024
Approving Jurisdiction: Senate
Administrative Responsibility: Vice President Students

A. Definitions

1. **Award:** a broad range of Student Awards that considers recognition of achievement encompassing academic success, participation in campus activities, community service, demonstration of leadership, and other curricular, co-curricular or extra-curricular activities. Demonstrated financial need may also be a consideration.
2. **Bursary:** financial need-based, non-repayable award.
3. **Donor:** a person or entity, including but not limited to organizations, businesses, institutions, or associations that contribute money or donations-in-kind. KPU can be a donor.
4. **Eligibility Requirements:** the parameters that students must meet to be considered for any student award. Examples include and are not limited to: minimum Grade Point Average (GPA), good academic standing, course load, volunteer/community service, and demonstrated financial need. Also referred to as Award eligibility.
5. **External Award:** direct-to-student award not administered by KPU; funded by third-party donors that may be publicized and accepted by KPU for the benefit of, or on behalf of, students.
6. **Full-time Course Load:** unless otherwise specified as a criterion for an award's terms of reference, a full-time course load is equivalent to 60% (minimum 9 credits for undergraduate programs) of the required course load of the term. Students with a verified permanent, persistent, or prolonged disability status may be considered full-time at 40% (minimum 6 credits for undergraduate programs).
7. **Fund Profile:** outlines the details of a donor-funded award and used as a basis for award creation and distribution.
8. **Grade Point Average (GPA):** a weighted average calculated by multiplying the grade points for a course by the number of semester credit hours signed to that course, adding those values for a set of courses, and dividing the result by the total number of semester credit hours for those courses. A separate GPA is calculated for each

academic level that includes only courses designated at that academic level. The transcript will reflect each level separately if appropriate.

9. **Internal Award:** award specifically designed for distribution to KPU students, funded by KPU or other donors. Examples of internal awards include:
    a. Department Award: funding directed through a KPU department.
    b. Donor-Funded Award: funding directed through Office of Advancement (OoA) or KPU Foundation.
    c. Institution-Funded Initiative: attached to specific KPU initiatives with funding directed through Student Awards and Financial Assistance (SAFA).
    d. Program Award: attached to a specific KPU program with funding directed through OoA or KPU Foundation.
10. **Scholarship:** merit-based award whereby the primary criterion is focused on scholastic or academic achievement.
11. **Student Awards:** for purposes of the Policy and Procedures documents, the broad term Student Awards refers to monetary scholarships, bursaries, awards, tuition discounts, and prizes that recognize outstanding achievements, contributions, and/or service to the community; or a combination of merit achievements and demonstrated financial need.
12. **Terms of Reference (TOR):** outlines the scope and limitations of a student award category, and includes award purpose, criteria, and selection process. It is used as a guide for governing the selection and distribution process.
13. **Tuition Award:** award applied directly to a student's tuition fees. Can also be referred to as 'tuition discount' or 'tuition waiver' or 'prize.'

B. Procedures

1. **Administration**

1.1. Administrative oversight of KPU Student Awards, also referred to as internal awards, falls under the purview of the SAFA office, in collaboration with the OoA and other award owners.

1.1.1. Other award owners, including KPU Faculty and departments, may create, establish TOR for, implement, monitor, and/or evaluate internal awards, in consultation with SAFA.

1.2. The roles and responsibilities of SAFA may include one or more of the following:

1.2.1. Advising, co-creating, implementing, monitoring, evaluating, and reporting on student awards.

1.2.2. Facilitating the disbursement of student awards across the University including but not limited to:

1.2.2.1. Department Awards

1.2.2.2. Donor-Funded Awards

1.2.2.3. Institution-Funded Initiatives

1.2.2.4. Program Awards

1.2.3. Setting minimum eligibility requirements for student awards (e.g. minimum GPA, course load, financial need). All KPU students can apply for student awards. Unless otherwise defined in the terms of reference, eligibility for institutionally funded bursaries are limited to domestic students.

1.2.4. Advising award owners on establishing a TOR.

1.2.5. Advising and communicating with students regarding SAFA-administered awards.

1.2.6. Facilitating the Student Awards appeals process for SAFA-administered awards.

1.2.7. Determining student financial need.

1.3. The roles and responsibilities of the OoA include:

1.3.1. Relationship-building and communication with donors.

1.3.2. Donation management.

1.4. The Student Awards Advisory Committee will meet annually to review and provide advice and recommendations regarding practices that govern the allocation of student awards at KPU. Committee membership includes relevant parties as per *Student Awards Advisory Committee Terms of Reference.*

2. **Creation or Establishment of a New Student Award**

2.1. Donors contact the OoA to initiate an award. OoA and SAFA collaborate to create the award scope and criteria and finalize a fund profile.

2.2. SAFA provides input on design and creation, distribution timing and method regarding KPU-funded internal awards such as department, program, or institution-wide awards.

2.3. A TOR is created to define the scope of roles and responsibilities of the owner/initiator of the student award and SAFA.

3. **Student Awards Nomination and Selection Process**

3.1. Student Awards with a nomination process are facilitated through SAFA, faculties, or departments.

3.2. Students can be nominated and/or selected for a student award by:

3.2.1. Self-nomination through an application process.

3.2.2. Recommendation from faculties, programs, or departments.

3.2.3. Review of KPU student records, based on objective criteria such as cumulative grade-point average, term grade-point average, final grades, or academic standing.

3.3. Applications may include submission of a narrative of student experiences, transcripts, references, budgets, and/or portfolios.

3.4. Applications are subject to audit to ensure that students and referees represent themselves accurately.

3.5. Selection committees are comprised of two or more people who will review and adjudicate awards that require knowledge, expertise, discretion, and judgement based on selection criteria as per Selection Committee TOR.

3.6. Selection criteria for each award may include one or a combination of the following:

3.6.1. Academic achievement

3.6.2. Financial need

3.6.3. Demonstrated experience: professional work achievement, service, community involvement/leadership, volunteer and/or lived experiences.

3.6.4. Unique and intergenerational barriers that impact access to post-secondary education for Indigenous and marginalized students.

3.7. Verification and determination of financial need are the sole purview of SAFA based on sector best practices including established government and financial aid industry models and needs assessment tools.

3.8. To maintain the integrity of the selection process, award donors are not involved in the nomination or selection process. Nomination and committee members must disclose potential conflict of interest issues and will be excluded as necessary.

3.9. Validation of award eligibility of selected recipients is the sole purview of SAFA. Validation must occur prior to communication with selected recipients.

3.10. Award decisions will be communicated to selected recipients as per Selection Committee TOR.

3.11. Distribution of awards is the sole purview of SAFA.

3.12. Student award recipients must meet all eligibility requirements at the time of distribution; otherwise, the award may be withheld and redistributed.

3.13. Personal information collected in the administration of this ST1 Student Awards Policy and Procedure will be managed and protected in accordance with relevant privacy legislation and KPU policies.

4. **Student Appeals**

4.1. A student may appeal the outcome of the awards process within five (5) business days of the date indicated on the awards notification.

4.2. Students will first discuss their situation and concerns with an Awards Coordinator or a Financial Aid Advisor for clarification or resolution.

4.3. If a student is not satisfied with the outcome of the discussion with SAFA, they may submit a written appeal to SAFA within seven (7) business days of the discussion.

4.4. Appeal decisions may be escalated to the Manager, Student Awards and Financial Assistance or designate for final decision.

C. Related Policies

ST1 Student Awards Policy
ST6 Academic Standing Policy