

STUDENT AWARDS POLICY

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A. PURPOSE

The purpose of the policy is to provide guidance on the governance and selection criteria of Student Awards at Douglas College.

B. SCOPE

This policy applies to all Student Awards administered by the College.

C. DEFINITIONS

1. **Award:** Awards generally acknowledge outstanding achievements or contributions to the community or a combination of merit achievements with a demonstrated financial need.
2. **Award of Distinction:** A monetary or non-monetary award established for excellence within a specific program or area of study whereby the Award of Distinction is adjudicated through the Faculty or Department responsible. Award of Distinctions are established through application with the Douglas College Foundation.
3. **Bursary:** Awarded on the basis of a demonstrated financial need.
4. **Emergency Bursary:** Emergency Bursaries may be awarded to students to provide short term assistance to students experiencing an unanticipated and urgent financial crisis. Emergency bursaries are only available when students have exhausted all other sources of funding.

5. **Entrance Award and/or Scholarship:** An award or scholarship recognizing outstanding achievement prior to attending Douglas College.
6. **External Award:** An award offered by an external group where the award is not managed or adjudicated by Douglas College.
7. **Full-time:** For Student Award purposes, refers to a student who is enrolled in a minimum of 9 academic credits (those students deemed full time by Student Aid BC with fewer credits will be considered eligible) at Douglas College. Challenge, audit, and credit free courses will not be considered.
8. **Good Academic Standing:** The status of a student who is not on Academic Probation or Academic Suspension. See [Academic Performance Policy](#).
9. **Grade Point Average (GPA):** A calculation of the total points and credits for all courses represented on a term or cumulative basis. For repeated courses, the highest grade is used in the calculation for the cumulative GPA. Challenge grades are not calculated in the term or cumulative GPA. Transfer credit grades are not included in the Douglas College GPA. Consult the transcript legend to determine what grades are eligible to be calculated in the GPA.
10. **Part-time:** For Student Award purposes, refers to a student who is enrolled in 3 to 8.5 academic credits at Douglas College. Challenge, audit, and credit free courses will not be considered.
11. **Scholarship:** Scholarships recognize outstanding academic achievement.
12. **Student Award:** For the purpose of this policy, shall mean an award, bursary, and/or scholarship given to students by the College or by donors through the College.

D. POLICY STATEMENTS

1. Student Awards are established:
 - to recognize and/or support student's outstanding achievements at Douglas College
 - to recognize and promote excellence
 - to assist students in overcoming financial barriers for entry or to successfully complete their program of studies at Douglas College
2. Student Awards issued by the College are applied first to their student account. If the amount of the Student Award is greater than the fees, the excess is paid to the student.
3. Awards and scholarships are applicable to both domestic and international students unless otherwise stated in the Student Award.
4. Applications are subject to audit. Students who misrepresent themselves on Student Award applications will be subject to disciplinary action and the Student Award may be revoked. Refusal to participate in the audit may also result in disqualification for College funding and/or disciplinary action.

5. A Standing Committee on Student Awards will set terms of reference for all College funded and donor funded Student Awards and eligibility criteria.
6. Unless otherwise stated, Student Awards are tenable only at Douglas College.
7. Student Awards are tenable only for the term indicated on the notice and normally may not be deferred, and students who do not enroll in the term for which the Student Award is awarded forfeit the Student Award. Students who subsequently do not meet the minimum eligibility criteria may have their Student Award cancelled.

ELIGIBILITY CRITERIA

Awards

- Students must have a minimum GPA of 2.67 (B-) or higher.
- Students must have completed at least 9 Douglas College academic credits of letter graded credit course in the academic session on which the award adjudication is based on.
- Students must be a full-time student in the term for which the award will be received, unless otherwise stated in the award.
- Students must satisfy criteria specified by the award, unless the donor agrees to waive those criteria.

Bursaries

- Students must have a demonstrated financial need for the term in which they are receiving funds, according to bursary assessment practices.
 - Bursaries are not expected to be a student's sole or major source of support.
- Students must be a domestic (ie: Canadian citizen, permanent resident or refugee) student, unless otherwise stated in the bursary.
- Students must be in good academic standing.
- Students must be a full-time student in the term for which the bursary will be received, unless otherwise stated in the bursary.
- Students must satisfy criteria specified by the donor, unless the donor agrees to waive those criteria.

Entrance Awards

- Students must have a minimum admission GPA of 3.0, or must demonstrate academic achievements and significant contributions to their school or community.
- Be conditionally accepted to Douglas College.
- Students must be a full-time student in the term for which the entrance award will be received.
- Students must satisfy criteria specified by the entrance award, unless the donor agrees to waive those criteria.

Entrance Scholarships

- Students must have a minimum admission GPA of 3.5, or must demonstrate academic achievements or significant contributions to their school or community
- Be conditionally accepted to Douglas College.



- Students must be full-time in the term for which the scholarship will be received.
- Students must satisfy criteria specified by the entrance scholarship, unless the donor agrees to waive those criteria.

Scholarships

- Students must have a minimum GPA of 3.0 (B) or higher or top 10% of their Faculty or program
- Students must have completed at least 9 Douglas College academic credits of letter graded credit courses in the academic session on which the scholarship adjudication is based on.
 - For students with similar GPAs, preference will be given to students who are enrolled in the greater amount of credits for the current semester.
- Students must be a full-time student in the term for which the scholarship will be received, unless otherwise stated in the scholarship.
- Students must satisfy criteria specified by the scholarship, unless the donor agrees to waive those criteria.

E. PROCEDURES

- Administration of Student Awards SOP (in development)

F. SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

[Administration Policies homepage](#)

- College Acceptance of Student Award Funds Policy

[College Wide Committees homepage](#)

- Standing Committee on Student Awards Terms of Reference

[Educational Policies homepage](#)

- Academic Performance Policy
- Admission Policy
- Grading Policy

G. RELATED ACTS AND REGULATIONS

N/A

H. RELATED COLLECTIVE AGREEMENTS

N/A