



UNIVERSITY OF  
SASKATCHEWAN



**need money?**

# Undergraduate Awards Policy Manual

*Approved by the Scholarship and Awards Committee of University Council and University Council*

Last Updated: August, 2008

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## AWARD ELIGIBILITY & PAYMENT

### **1. Credit Units Required to be Eligible for Awards**

<b>Rationale:</b>	<p>It is necessary that students complete a specified number of credit units in the previous year's Regular Session to be eligible for awards, so that academic averages can be fairly compared (e.g., it has been deemed unfair to compare a 80% average in 12 credit units with an 80% average in 27 credit units). The number of credit units that a student should take in the previous year's Regular Session must take into account the following factors: (1) some students may not be able to take 100% of what the University defines as a full course load (i.e., 30 credit units in a Regular Session) because of course availability and/or financial constraints, (2) the 30 credit unit requirement is already arbitrary as students in some colleges take more than 30 credit units in the Regular Session, and (3) the amounts awarded, usually about \$1,000, have become small in comparison to the cost of university education.</p>
<b>Policy:</b>	<p>That eligibility for awards under the administration of the Scholarships and Awards Committee of Council and under the administration of colleges requires students have maintained enrolment in at least 24 credit units in the preceding year's Regular Session.</p> <p>NOTE: As of 2007-2008, five exceptions to this policy exist, which are outlined as separate policy documents: 1) Students Approved for a Reduced Course Load 2) Dual Registered Students 3) Awards with No Academic Component 4) Half-Time Program in the College of Law and 5) Saskatchewan Urban Native Teacher Education Program (SUNTEP) Second Year Students.</p>
<b>Implementation Date:</b>	1995-1996 awards cycle
<b>Review Date:</b>	2008-2009

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- Approval and Information:** Addendum approved by Council April 15, 1999.  
Addendum approved Scholarships and Awards March 3, 1999.  
Subcommittee's motion passed to Academic Affairs Committee as the approval mechanism was undefined.  
Action by Academic Affairs Committee: Scholarships and Awards Subcommittee directed to pursue the matter with all colleges with a view to presenting a report for inclusion in the April 1994 Council Report; March 15/94 Academic Affairs Committee received report of the Subcommittee recommending university-wide implementation of the 24/18 credit unit regulation.  
Action by Academic Affairs: March 15, 1994 received report which outlines 24/18 credit unit regulation which would appear not to have been forwarded to University Council.
- Other Documents:** Minutes of the November 5, 1993 Scholarships and Awards Subcommittee meeting  
Minutes of the November 23, 1993 Scholarships and Awards Subcommittee meeting  
Minutes of the December 19, 1994 Scholarships and Awards Subcommittee meeting  
Minutes of the March 15, 1994 Academic Affairs Committee meeting  
Minutes of the November 17, 1995 Scholarships and Awards Subcommittee meeting

## **2. Students Approved for a Reduced Course Load – Exception to Credit Units Required to be Eligible for Awards**

<b>Rationale:</b>	<p>Students with disabilities, in some cases, need to study at a reduced course load in order to be successful at University. A reduced course load means that, according to Government Student Loans regulations, a student can be considered full-time if they are taking 40% of a full-course load – in other words, 12 credit units per Regular Session. The number of credit units that students must have previously completed is defined in the policy entitled Credit Units Required to be Eligible for Awards.</p> <p>Because students on a reduced course load are considered to be full-time students based on a lesser number of credit units, it is logical to alter the credit unit regulations required for these students to be eligible for awards.</p> <p>Students can prove their eligibility to study at a reduced course load through medical documentation that is either attached to their awards application or on file at Disability Services for Students.</p>
<b>Policy:</b>	<p>That students with disabilities who are eligible to study at a reduced course load be required to maintain enrolment in 18 credit units in the previous year's Regular Session in order to be eligible for those awards administered by the Scholarship and Awards Committee that have an academic component. For awards which are solely based on financial need, students on reduced course load must have maintained enrolment in at least 12 credit units in the previous year's Regular Session.</p>
<b>Implementation Date:</b>	2004-2005 awards cycle
<b>Review Date:</b>	2008-2009
<b>Approval and Information:</b>	<p>Minutes of the June 8, 2004 Scholarships and Awards Committee meeting</p> <p>Minutes of the January 28, 2005 Scholarships and Awards Committee meeting</p>

### **3. Dual Registered Students – Exception to Credit Units Required to be Eligible for Awards**

<b>Rationale:</b>	Recognizes that some students who are registered and taking courses at the University of Saskatchewan also complete credit units at other post-secondary institutions which are transferable to the University of Saskatchewan and are used towards completion of a University of Saskatchewan degree.
<b>Policy:</b>	That students who are considered dual registered and who are taking courses at another post-secondary institution under a letter of permission which are transferable to their program at the University of Saskatchewan are allowed to use their credit units completed at the other institution in order to calculate their minimum credit unit requirements (i.e., 24 credit units in the previous year and 18 in the current year's Regular Session) and awards averages for awards administered by the Scholarships and Awards Committee.
<b>Addendum 1:</b>	In order to be eligible for awards from the University of Saskatchewan, dual registered students must maintain enrolment in a minimum of 9 credit units at the University of Saskatchewan during the previous year's Regular Session.
<b>Implementation Date:</b>	2005-2006 awards cycle Addendum 1: 2005-2006 awards cycle
<b>Review Date:</b>	2008-2009
<b>Approval and Information:</b>	Minutes of the December 9, 2004 Scholarships and Awards Committee meeting

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#### **4. Awards with No Academic Component – Exception to Credit Units Required to be Eligible for Awards**

<b>Rationale:</b>	The policy that students must complete 24 credit units in the previous year's Regular Session in order to be eligible for awards was partially introduced to ensure some standardization in the comparison of student marks. For awards which do not consider academics, this standard is not necessary. The Scholarship and Awards Committee agreed that eligibility should only be restricted to those students who maintained enrolment in full-time studies (i.e., 18 credit units) in the previous year's Regular Session.
<b>Policy:</b>	That all University of Saskatchewan awards which do not have an academic component in their description be available to all continuing full-time students who are considered students in good academic standing at this institution.
<b>Implementation Date:</b>	1999-2000 awards cycle
<b>Review Date:</b>	2008-2009
<b>Approval and Information:</b>	Minutes of the June 8, 2004 Scholarships and Awards Committee meeting

## **5. Half-Time Program in the College of Law – Exception to Credit Units Required to be Eligible for Awards**

<b>Rationale:</b>	As per the Credit Units Required to be Eligible for Awards policy, students are required to complete a specified number of credit units in the previous year's Regular Session to be eligible for awards, so that academic averages can be fairly compared. However, students enrolled in the half-time program in the College of Law have experienced extenuating circumstances that require them to only study half-time. In addition, these students cannot participate in this program in an attempt to improve their marks or to engage in any other violation that the credit unit policies are attempting to avoid. Consequently, these students should not be penalized or excluded from award competitions.
<b>Policy:</b>	That students enrolled in the half-time program in the College of Law be eligible for awards under the administration of the Scholarships and Awards Committee and under the administration of the College of Law. Recipients must maintain enrolment in a minimum of half of a full-time course load in the previous Regular Session, as defined by the College of Law, in order to remain eligible.
<b>Implementation Date:</b>	2003-2004 awards cycle
<b>Review Date:</b>	2008-2009
<b>Approval and Information:</b>	Minutes of the December 9, 2004 Scholarships and Awards Committee meeting
<b>Other Documents:</b>	Minutes of the September 6, 2002 Scholarships and Awards Committee meeting

## **6. Saskatchewan Urban Native Teacher Education Program (SUNTEP) Second Year Students – Exception to Credit Units Required to be Eligible for Awards**

<b>Rationale:</b>	As per the Credit Units Required to be Eligible for Awards policy, students are required to complete 24 credit units in the previous year's Regular Session to be eligible for awards without a financial need component, so that academic averages can be fairly compared. However, some students entering the second year of the Saskatchewan Urban Native Teacher Education Program (SUNTEP) are unable to meet the requirements of this policy given the structure of the first year of their program. Students entering SUNTEP who have not completed any previous university courses are only able to complete 18 credit units during their first Regular Session because they are required to enrol in a non-credit English course and a non-credit Math course. These students then complete an additional 3 credit units between May and August. Consequently, these students should not be penalized or excluded from award competitions.
<b>Policy:</b>	That students entering the second year in SUNTEP and who were required to take two non-credit courses during their first Regular Session be eligible for awards under the administration of the Scholarships and Awards Committee and under the administration of the College of Education. Eligibility will require students to maintain enrolment in the previous year's Regular Session in a minimum of 18 credit units.
<b>Implementation Date:</b>	2006-2007 awards cycle
<b>Review Date:</b>	2009-2010
<b>Approval and Information:</b>	Minutes of the February 24, 2006 Scholarships and Awards Committee meeting

## 7. Credit Units Required for Payment of Awards

<b>Rationale:</b>	This policy presents a simpler administrative structure, recognizes difficulties at the University with regard to course availability, and is consistent with the University's definition of a full-time student.
<b>Policy:</b>	<p>That payment in full of awards under the administration of the Scholarships and Awards Committee of Council and under the administration of colleges requires students to maintain enrolment in at least 18 credit units in the Regular Session in the year in which the award is taken up. Payment of awards will not be prorated.</p> <p>Five exceptions to this policy exist: 1) Scholarships for Graduating Students 2) Students Approved for a Reduced Course Load 3) Dual Registered Students 4) Eligibility to Receive Prizes and 5) Students Enrolled in the Half-Time Program in the College of Law.</p>
<b>Addendum 1:</b>	Three additional exceptions to this policy exist: 1) University of Saskatchewan students enrolled through Regional Colleges; 2) Campus Saskatchewan; and 3) the Nursing Education Program of Saskatchewan (NEPS). These U of S students need not meet the minimum University of Saskatchewan credit unit limit in order to receive payment for awards.
<b>Implementation Date:</b>	2008-2009 awards cycle
<b>Review Date:</b>	2011-2012
<b>Approval and Information:</b>	<p>Minutes of the February, 24, 2006 Scholarships and Awards Committee meeting</p> <p>Subcommittee's motion passed to Academic Affairs Committee as the approval mechanism was undefined.</p> <p>Action by Academic Affairs Committee: directed the Scholarships and Awards Subcommittee to pursue the matter with all colleges with a view to presenting a report for consideration in time for inclusion in the April 1994 Council Report; March 15/94 Academic Affairs Committee received report of the Subcommittee which recommended university-wide implementation of the 24/18 credit unit regulation.</p> <p>Action by University Council: March 15, 1994 received report which outlines 24/18 regulation which would appear not to have been forwarded to University Council. The Subcommittee was advised that the exception to the 18 credit unit regulation does not require Academic Affairs approval.</p> <p>Addendum 1: Minutes of the May 7, 2008 Scholarships and Awards Committee meeting</p>

**Other Documents:**

Minutes of the November 5, 1993 Scholarships and Awards Subcommittee meeting

Minutes of the November 23, 1993 Scholarships and Awards Subcommittee meeting

Minutes of the December 19, 1994 Scholarships and Awards Subcommittee meeting

Minutes of the March 15, 1994 Academic Affairs Committee meeting

Minutes of the November 17, 1995 Scholarships and Awards Subcommittee meeting

Minutes of the December 18, 1995 Scholarships and Awards Subcommittee meeting

## **8. Scholarships for Graduating Students – Exception to Credit Units Required for Payment of Awards**

<b>Rationale:</b>	As per the Credit Units Required for Payment of Awards, students are generally required to maintain enrolment in 18 credit units in the Regular Session in which they receive the award. However, students who are near graduation may require less than 18 credit units in order to complete their degree, and consequently should not be penalized or excluded from award competitions.
<b>Policy:</b>	In the case in which students require fewer than 18 credit units to complete their degree requirements, they will still be eligible to receive scholarships as administered by the Scholarship and Awards Committee and/or the colleges, unless trust conditions prevent its application. In such cases, students must register in courses in the next Regular Session which result in the completion of the degree program not later than the end of that Regular Session. Registration must be in 9 credit units or more in at least one of the two terms of that Regular Session. This policy will not apply to bursaries administered by the University.
<b>Implementation Date:</b>	1996-1997 awards cycle
<b>Review Date:</b>	2008-2009
<b>Approval and Information:</b>	Minutes of the June 8, 2004 Scholarships and Awards Committee meeting

## **9. Students Approved for a Reduced Course Load – Exception to Credit Units Required for Payment of Awards**

**Rationale:** Students with disabilities, in some cases, need to study at a reduced course load in order to be successful at University. A reduced course load means that, according to Government Student Loans regulations, a student can be considered full-time if they are registered in 40% of a full-course load – in other words, 12 credit units per Regular Session. The number of credit units that students must be currently completing is defined in the policy entitled Credit Units Required for Payment of Awards.

Because students on a reduced course load are considered to be full-time students based on a lesser number of credit units, it is logical to alter the credit unit regulations required for these students to receive payment of awards.

Students can prove their eligibility to study at a reduced course load through medical documentation that is either attached to their awards application or on file at Disability Services for Students.

**Policy:** That students with disabilities who are eligible to study at a reduced course load be required to maintain enrolment in 12 credit units in the current year's Regular Session in order to receive payment for awards administered by the Scholarship and Awards Committee.

**Implementation Date:** 2004-2005 awards cycle

**Review Date:** 2008-2009

**Approval and Information:** Minutes of the June 8, 2004 Scholarships and Awards Committee meeting

## **10. Dual Registered Students – Exception to Credit Units Required for Payment of Awards**

<b>Rationale:</b>	Recognizes that some students who are registered and taking courses at the University of Saskatchewan also complete credit units at other post-secondary institutions which are transferable to the University of Saskatchewan and are used towards completion of a University of Saskatchewan degree.
<b>Definition:</b>	A “Dual Registered Student” is a University of Saskatchewan student who is registered and taking courses at the University of Saskatchewan and is also completing credit units at another post-secondary institution(s) which are transferable to the University of Saskatchewan and are used towards completion of a University of Saskatchewan degree.
<b>Policy:</b>	<p>That students who are considered dual registered and who are taking courses at another post-secondary institution under a letter of permission which are transferable to their program at the University of Saskatchewan are allowed to use their credit units completed at the other institution in order to calculate their minimum credit unit requirements (i.e., 24 credit units in the previous year and 18 in the current year’s Regular Session) and awards averages for awards administered by the Scholarships and Award Committee.</p> <p>There is no minimum University of Saskatchewan credit unit requirement for dual registered students. Therefore, students need not complete any University of Saskatchewan courses during the current Regular Session to receive payment for awards.</p>
<b>Implementation Date:</b>	2008-2009 awards cycle
<b>Review Date:</b>	2011-2012
<b>Approval and Information:</b>	Minutes of the December 9, 2004 Scholarships and Awards Committee meeting  Minutes of the May 7, 2008 Scholarships and Awards Committee meeting

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## **11. Eligibility to Receive Prizes – Exception to Credit Units Required for Payment of Awards**

<b>Rationale:</b>	As per the Credit Units Required for Payment of Awards, students are required to complete 18 credit units in the Regular Session in which they receive the award. The intention of prizes, however, is to reward students for a specific past performance, such as an excellent musical performance or the highest mark in a class. The general nature of prizes does not require that students have enrolment in the subsequent Regular Session in order to receive the prize, and consequently, can receive payment of the prize without subsequent enrolment.
<b>Policy:</b>	<p>That the payment of prizes or awards specific to graduating students administered by the Scholarship &amp; Awards Committee and/or the colleges does not require registration in 18 credit units in the subsequent year's Regular Session.</p> <p>The policy outlined has been a practice of the Student Financial Assistance and Awards office in the past.</p>
<b>Implementation Date:</b>	2004-2005 awards cycle
<b>Review Date:</b>	2008-2009
<b>Approval and Information:</b>	Minutes of the June 8, 2004 Scholarships and Awards Committee meeting

## **12. Half-Time Program in the College of Law – Exception to Credit Units Required for Payment of Awards**

<b>Rationale:</b>	As per the Credit Units Required for Payment of Awards policy, students are required to complete 18 credit units in the Regular Session in which they receive the award. However, students enrolled in the half-time program in the College of Law have experienced extenuating circumstances that require them to only study half-time. In addition, these students cannot participate in this program in an attempt to improve their marks or to engage in any other violation that the credit unit policies are attempting to avoid. Consequently, these students should not be penalized or excluded from award competitions.
<b>Policy:</b>	<p>That students enrolled in the half-time program in the College of Law receive payment for awards under the administration of the Scholarships and Awards Committee and under the administration of the College of Law. Payout requires students to maintain enrolment in a minimum of half of a full-time course load as defined by the College of Law during the current Regular Session.</p> <p>As an exception to this, if the student requires fewer than half of a full time course load to graduate from the College of Law that student will receive payment for the award so long as all credit units required for convocation are completed.</p>
<b>Implementation Date:</b>	2003-2004 awards cycle
<b>Review Date:</b>	2008-2009
<b>Approval and Information:</b>	Minutes of the December 9, 2004 Scholarships and Awards Committee meeting
<b>Other Documents:</b>	Minutes of the September 6, 2002 Scholarships and Awards Committee meeting

### **13. Calculation of Award Averages for Continuing Students**

**Rationale:**

In determining award averages for students continuing their studies at the University of Saskatchewan the aim is to ensure that a consistent method of calculation is used for all students being considered for centrally-administered awards.

The majority of students at the University of Saskatchewan enrol in Regular Session (September to April) as opposed to Spring/Summer Session (May to August). In addition, current policies of the Scholarships and Awards Committee require that a student maintain enrolment in 18 credit units in the previous year's Regular Session in order to be eligible for bursaries and 24 credit units in the previous year's Regular Session in order to be eligible for scholarships. In order to receive payment of an award, a student must be registered in a minimum of 18 credit units in the current year's Regular Session.

To clarify and formalize the existing practice under which the Student Financial Assistance and Awards office has been operating.

**Policy:**

That award averages for continuing students be calculated based on all courses attempted during the previous year's Regular Session (September to April).

**Implementation Date:**

2005-2006 awards cycle

**Review Date:**

2008-2009

**Approval and Information:**

Minutes of the December 9, 2004 Scholarships and Awards Committee meeting

## **14. Calculation of Award Averages – Renewable Awards<sup>1</sup>**

<b>Rationale:</b>	<p>In recent years, the Scholarship &amp; Awards Committee of Council has heard numerous appeals from students who were within 0.5% of meeting the average required in order to have their centrally-administered award renewed.</p> <p>The Committee recognizes that within the grading system, variance occurs both among Colleges and even among individual professors. Therefore, it is not necessarily appropriate for the Committee to have confidence in the grading system to the 0.1% degree.</p> <p>When comparing students for the purposes of distributing competitive awards, it is useful and necessary to calculate averages to two decimal points and not incorporate any rounding. But, the renewal of awards does not need to be held to the same standard.</p>
<b>Policy:</b>	<p>That averages, calculated for the purposes of determining whether or not a continuing student has met renewal criteria for centrally-administered awards, be rounded to the nearest whole number, unless otherwise prohibited by the terms of reference (ie. 79.5% will be rounded to 80%; 79.4 will be rounded to 79.0%).</p>
<b>Implementation Date:</b>	2007-2008 awards cycle
<b>Review Date:</b>	2009-2010
<b>Approval and Information:</b>	Minutes of the January 19, 2007 Scholarships and Awards Committee meeting

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<sup>1</sup> This policy was approved by the Scholarship & Awards Committee in January 2007. It was inadvertently excluded from the Council agenda in May 2007, so the Scholarship & Awards Committee has agreed it should be implemented in 2007-2008 and will go to Council for formal approval in 2008.

## 15. Continuing Student Scholarship Limit<sup>2</sup>

### Rationale:

The Scholarships and Awards Committee acknowledges that the University is not in a position to address all social and economic barriers inhibiting access to university. Given the limited resources available, the Committee has opted to limit scholarship support, thereby broadening distribution.

The Committee supports this option because 1) the limit allows for limited funds to be shared widely in order to have some effect on larger number of students and 2) the limit will have some effect on preventing the distorting effect of high tuition and equipment costs in some colleges thereby ensuring access to all programs.

This limit is applicable only to those awards administered by the Scholarships and Awards Committee. Scholarships administered by colleges and/or departments are outside the scope of the Committee.

A number of University of Saskatchewan awards have specialized criteria, and as a result there are only small pools of eligible candidates for these awards. In the past students with the highest levels of academic standing were excluded from the eligibility pools for these specialized awards because they had already earned a centrally-administered scholarship. Thus, these specialized awards are exceptions to the scholarship limit since the limit would restrict the eligibility pool for these specialized awards, hindering the University's ability to administer specialized awards to deserving students.

### Policy:

That continuing students receiving a scholarship under the administration of the Scholarships and Awards Committee of Council be limited to the receipt of one scholarship annually. This limit does not include renewals of entrance awards received from the Scholarships and Awards Committee of Council.

The following awards will be exempt from the limit:

- 1) Marian Evans Younger Scholarship
- 2) Teck Cominco Limited Scholarship in Engineering and Geology
- 3) John Labatt Scholarship
- 4) Husky Oil Scholarship
- 5) Meloche Monnex Scholarship

### Implementation Date:

2005-2006 awards cycle; Revised for 2008-2009

### Review Date:

2011-2012

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<sup>2</sup> The above exceptions replace the policy *Continuing Scholarships with Special Terms – Exception to Scholarship Cap for Continuing Students* (Undergraduate Awards Policy Manual, May 2007).

**Approval and Information:** Minutes of the April 4, 2005 Scholarships and Awards Committee meeting  
Minutes of the May 7, 2008 Scholarships and Awards Committee meeting

## 16. Cumulative Awards Cap for University of Saskatchewan Awards<sup>3</sup>

<b>Rationale:</b>	Previously, a policy existed which limited the total amount of University of Saskatchewan awards a student could receive within one awarding year to a limit of two times their tuition. Given the differential tuition that exists between colleges and the generally consistent living costs that the majority of students face, this policy is no longer appropriate. Yet, a cap is still relevant as the University of Saskatchewan has restricted resources and consequently aims to distribute its awarding monies to as many students as possible, while still offering awards that are significant in value.
<b>Policy:</b>	<p>For awards administered by the University of Saskatchewan to undergraduate students and applied against their student tuition and fees account, the total cumulative value of these awards shall not exceed a total equivalent to the value of tuition assessed during the Fall/Winter term plus a standardized living allowance for that time period.</p> <p>The standardized living allowance will be calculated using the costs as defined by the Student Financial Assistance Branch when calculating allowable costs for a 'single-student-living-away-from-home' for Canada-Saskatchewan Integrated Student Loans. These costs will be adjusted on an annual basis as per Student Financial Assistance Branch policies.</p> <p>This policy does not prevent or limit the value of any single award.</p> <p>Note: For International Students, tuition does not include differential fees.</p> <p>NOTE: One exception to this policy exists, which is outlined as separate policy documents: 1) Renewable Awards</p>
<b>Implementation Date:</b>	July 1, 2007
<b>Review Date:</b>	2009-2010
<b>Approval and Information:</b>	<p>Motion passed by Scholarships and Awards Committee June 05, 2006.</p> <p>Colleges will be informed of the cumulative awards cap on University of Saskatchewan awards and that any appeals to this policy must be made before the Scholarship &amp; Awards Committee of Council.</p>
<b>Other Documents:</b>	<p>Subcommittee to Consider Two Times Tuition Policy Minutes May 30, 2006 &amp; March 10, 2006</p> <p>Scholarship &amp; Awards Committee Minutes June 05, 2006</p>

<sup>3</sup> This policy replaces the previous *Two Times Tuition Limit on University of Saskatchewan Awards Policy*.

## **17. Renewable Awards – Exception to Cumulative Awards Cap**

**Rationale:** Recipients of the President's First and Best Scholarship, the Chancellors' Scholarship, the University of Saskatchewan Entrance Scholarships, the Lloyd Carr-Harris Foundation Scholarship and other renewable entering awards are the best and brightest students that have been attracted to the University of Saskatchewan with offers of renewable scholarships. The intent of the renewable scholarship was not to exclude the student from receiving other awards at the University of Saskatchewan. In addition, because entering awards are based on Grade 11 and 12 marks, students should not be penalized later on in their university careers for receiving these awards. As such, renewable scholarships will be considered an exception to the Cumulative Awards Cap Policy.

Note: International students' tuition does not include the differential fees.

**Policy:** That all renewable entrance awards be considered outside of the cumulative awards cap policy for continuing students.

**Implementation Date:** 1999-2000 awards cycle

**Review Date:** 2008-2009

**Approval and Information:** Once awarding began in July 1999, it quickly became evident that several of the President's and Chancellors' recipients were eligible for numerous other awards. For example, one student received a scholarship of tuition plus \$1,750; an undergraduate scholarship valued at \$1,000, and was likely to be a leading candidate for college-administered awards. To deem this student ineligible for scholarship recognition because he already held a renewable award would be detrimental to the student. In today's job market, inclusion of awards on a resume is an important asset and to be able to list only one major entrance award would not be to the student's benefit.

In a discussion with the former Registrar, Ken Smith, it was agreed that renewable awards would be considered outside of the two times tuition limit. It was also agreed that this policy would be reviewed in the fall as part of a bigger review of all policies and regulations. It was also agreed that if a student reaches the two times tuition limit and receives other awards that s/he cannot accept because of the limit, the student would be notified that they were in fact the top candidate for the award, but that the award cannot be paid out to them because of the two times tuition limit. That they were the top candidate will not be kept as part of the permanent University record, but they are free to include it on a resume if they so desire. Colleges will be advised of this decision.

## ***18. Deferral of Renewable and Continuing Scholarships Allowed***

<b>Rationale:</b>	Often our best and brightest students wish to expand their educational experience to include learning experiences outside of the classroom walls. Recently there have been student appeals to this end. In addition, renewable scholarships are generally not re-awarded to another student if a student fails to meet the renewal criteria or if the student ceases to attend the University of Saskatchewan.
<b>Policy:</b>	<p>That students be permitted to defer centrally-administered, renewable scholarships and centrally-administered continuing scholarships for one year.</p> <p>It is the student's responsibility to provide notification in the form of a letter to the Student Financial Assistance &amp; Awards Office.</p> <p>If the student wishes to have the scholarship deferred for more than one year, he or she must submit an appeal to the Scholarships and Awards Committee of Council.</p>
<b>Implementation Date:</b>	2008-2009 Awards Cycle
<b>Review Date:</b>	2011-2012
<b>Approval and Information:</b>	Minutes of the May 7, 2008 Scholarships and Awards Committee meeting

## 19. University Awards for Visiting & Exchange Students<sup>4</sup>

**Rationale:** The Committee believes that students studying elsewhere for academic reasons but working towards the completion of a degree at the University of Saskatchewan are justified in taking a University of Saskatchewan award with him/her.

In 1997, the Committee approved a policy permitting departments and colleges to use their discretion in allowing students who were absent from the University in the last Regular Session to re-enter the pool for department- and college-administered awards. The Committee agreed that it would be a logical extension to allow departments and colleges to exercise similar discretion with returning visiting and exchange students.

In the past, visiting U of S students have been excluded from the undergraduate awards competition for the period that they were absent from the University of Saskatchewan. However, if the purpose of awards at this institution is to reward academic achievement during the previous Regular Session and provide financial support for students who are pursuing a University of Saskatchewan degree, then students who pursue a portion of that degree at another institution should not be penalized for that choice.

Given the increasing emphasis on student mobility, it is becoming increasingly important for institutions to recognize and encourage students to further their education outside of a single institution.

**Definitions:** A "Visiting Student" is defined as a University of Saskatchewan student who wishes to register for courses at another accredited post-secondary institution to obtain credit towards their University of Saskatchewan degree program. University of Saskatchewan students must receive approval on Letters of Permission to take one or more courses from another post-secondary institution and receive credit towards a degree.

An "Exchange Student" is defined as a University of Saskatchewan student who, due to an exchange agreement, is allowed to spend up to one year at a university in another country, while obtaining credit towards their University of Saskatchewan degree program. Students who are approved by the University for participation in an exchange program are considered to be full-time students of the University of Saskatchewan during the period of exchange. They are assessed a standard full-time tuition amount at the University of Saskatchewan for each four-month period of exchange, and are responsible for their own travel and accommodation costs.

**Policy:** 1. Under exceptional circumstances on the recommendation of the appropriate academic units, students registered as visiting students at other universities may request permission to transfer University of Saskatchewan Awards. The recommendations must be based on academic considerations and approved by the Dean's Office. The

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<sup>4</sup> This policy replaces four policies that were previously approved: 1) *Transferability of University Awards*, 2) *Visiting & Exchange Students - Eligibility for University of Saskatchewan Awards Upon Their Return*, 3) *Visiting Students - Eligibility for Awards During Their Absence from the University of Saskatchewan*, and 4) *Exchange Students - Eligibility for Awards During Their Absence from the University of Saskatchewan* (Undergraduate Awards Policy Manual, May 2007).

supporting documents must verify that the selected courses are required or recommended as an asset to the academic program. Students must be proceeding to the completion of a degree at the University of Saskatchewan.

The above regulation will be administered at the college level; however colleges will be required to inform the Scholarships and Awards Subcommittee of their decisions under this regulation.

2. That University of Saskatchewan students receiving approval on Letters of Permission to take one or more courses from another university and receive credit towards a degree or participating in formal exchange programs will be eligible upon their return for all centrally-administered undergraduate awards. Visiting and exchange students will also be eligible during their absence for all centrally-administered undergraduate awards (including both scholarships and bursaries). During their tenure at the other institution, students must have completed, in the last Regular Session, sufficient credit units transferable to the U of S to meet all Scholarship and Award credit unit requirements.

At their discretion, College and Department Award Committees may consider returning visiting and exchange students for college/department-administered awards.

In all cases, it is the student's responsibility to notify the appropriate awarding body of their wish to be considered for University of Saskatchewan awards, and to provide that body with a complete academic transcript of their last year of study.

<b>Implementation Date:</b>	2008-2009 Awards Cycle
<b>Review Date:</b>	2011-2012
<b>Approval and Information:</b>	Minutes of the May 7, 2008 Scholarships and Awards Committee meeting

## **20. Hannon Travel Scholarships – Policy regarding Risk Assessment & Management**

<b>Rationale:</b>	<p>The Hannon Travel Scholarships are funded from the Reverend James R. Hannon Fund. Eligible students submit proposals regarding travel opportunities to the Hannon Travel Scholarship Selection Committee and recipients are selected based on the merit of the proposed travel. Once selected, recipients may receive payment from the University of Saskatchewan for the Hannon Travel Scholarship at any time during their studies, or up to one year after graduation.</p> <p>Prior to 2008-09, students submitted proposals to travel to any location – there were no guidelines or processes in place to assess or manage the risk associated with the proposed travel location.</p> <p>While these travel scholarships do not fit the exact definition of “academic mobility programs”, Policy 7.01 is the most appropriate Board of Governors approved policy to apply to these recipients.</p> <p>Student Financial Assistance &amp; Awards will work with the Hannon Travel Scholarship Selection Committee and the eligible departments to determine how best to apply Policy 7.01 in the absence of “program coordinators”.</p>
<b>Policy:</b>	<p>That Hannon Travel Scholarship recipients be required to follow University Policy 7.01 on International Travel Risk Management – Academic Mobility Programs</p> <p><i><a href="http://www.usask.ca/university_secretary/policies/academic/7_01.php">http://www.usask.ca/university_secretary/policies/academic/7_01.php</a></i></p>
<b>Implementation Date:</b>	2008-2009 awards cycle
<b>Review Date:</b>	2011-2012
<b>Approval and Information:</b>	Minutes of the April 14, 2008 meeting

## ***International Travel Risk Management – Academic Mobility Programs***

SOURCE: [http://www.usask.ca/university\\_secretary/policies/academic/7\\_01.php](http://www.usask.ca/university_secretary/policies/academic/7_01.php)

Category: Academic Affairs  
Number: 7.01  
Responsibility: Provost and Vice-President (Academic)  
Authorization: Board of Governors  
Date: April 8, 2005

### **Purpose:**

To ensure that university-sponsored international academic mobility programs incorporate specific measures to reduce risk and facilitate emergency response to students, faculty and staff when travelling outside Canada .

### **Policy:**

This policy applies to all university-approved international academic mobility programs designed, delivered, or organized by faculty, staff or students. These programs include:

- All University-approved courses, credit or non-credit, student exchange programs, taught abroad courses, term abroad programs, clinical placements, field studies, research projects, study tours, etc. involving travel outside Canada.
- Internship/cooperative programs located in another country that have been organized by, and/or contracted with, the University.

All university-approved international academic mobility programs must, at a minimum, incorporate the following measures to protect the well-being of students, manage risks, and support a conducive learning environment:

1) Central information registry – All students, faculty, staff and volunteers traveling abroad as part of a University-sponsored international academic mobility program are required to provide basic information to a central database to be maintained by the Global Commons. The information shall be kept strictly confidential and used to provide the University with a record of persons abroad at any point in time to facilitate prompt response and support in the event of emergencies or issues of safety and security. Data will include

- Personal information and critical medical conditions/medication.
- Program information: sponsoring college/unit, faculty/staff coordinator, dates of travel, itinerary, and accommodation at site.
- Emergency contacts at home and abroad.

In addition, students and, if applicable, accompanying instructors will register themselves with Foreign Affairs Canada (FAC) through the Registrations of Canadian Abroad webpage at <<http://www.voyage.gc.ca/main/sos/rocapage-en.asp>> except with respect to activities and locations specified as exempt from this requirement in the Procedures and Guidelines for University Policy No. 7.01 – International Travel Risk Management - Academic Mobility Programs <<http://www.usask.ca/rmis/risk/international/procedures.pdf>>.

Students that are not eligible for registration with FAC, e.g. non-Canadians, will register with their national Embassy or High Commission in the country or countries to which they will be traveling.

2) Site selection – College/unit program coordinators shall give careful consideration to risk when selecting sites for international academic mobility programs. Deans and department heads are required to approve and monitor program locations based on available risk information, such as Country Travel Reports and Warnings provided by Foreign Affairs Canada, and advice from faculty and other sources with knowledge of the specific location.

- At a minimum, activities shall not be permitted to be conducted in locations for which Foreign Affairs Canada (FAC) has issued an advisory warning against travel <<http://www.voyage.gc.ca/dest/sos/warnings-en.asp>>. For the purposes of this policy, students shall be deemed to fall within the tourist category for FAC travel warnings.
- In the event that FAC issues a travel warning for a location wherein a program is in progress, the warning must be reviewed by the dean and department head in consultation with program coordinator, Global Commons and Risk Management and Insurance Services to determine appropriate response and action.
- Appeal - Faculty or staff members may appeal a decision to decline, postpone or cancel an international academic mobility program where an FAC travel advisory warning has been issued. The Provost and Vice-President (Academic) will convene an appeal committee comprised of the Provost (Chair), AVP Student and Enrolment, Dean of the affected college or his/her designate, Director, Global Commons, Manager Risk Management and Insurance Services, and other resources if required. The appeal process is described in the Guidelines and Procedures for International Travel Risk Management – Academic Mobility Programs <<http://www.usask.ca/rmis/risk/international/procedures.pdf>>.

3) Risk Assessment – All parties involved in an international program or project share the responsibility to familiarize themselves with the risks of the specific activities and countries of travel, and to make informed decisions concerning their participation.

- All program coordinators will prepare a risk assessment and planning record in accordance with University Policy No. [tba – in draft] - Field Work to identify risks and precautions that will be taken to mitigate risks associated with the program. A copy of the plan shall be provided to the Global Commons office prior to departure, and preferably no later than 21 days before the departure date.

4) Mandatory pre-departure orientation - Each student accepted on an international academic mobility program is required to attend orientation sessions prior to departure including:

- An academic orientation session, which is the responsibility of the sponsoring college/unit program coordinator; and
- A risk and responsibility orientation session, which shall be the responsibility of Global Commons, in cooperation with the college/unit. Global Commons will draw on specialized support from Risk Management and Insurance Services and/or Department of Health, Safety and Environment, where needed.

5) Insurance – All students and other non-staff participants are required to provide evidence of valid out-of-country medical health insurance to the program coordinator and the Global Commons central registry service prior to travel. The insurance must provide coverage for the full duration of travel, and include coverage for medical evacuation and repatriation.

- 6) Waivers and releases - All students and participants other than faculty and staff are required to sign a waiver, release and indemnification agreement, or alternatively an informed consent form in specific cases set out in the Procedures and Guidelines <<http://www.usask.ca/rmis/risk/international/procedures.pdf>>, in a format approved by Risk Management and Insurance Services and the Canadian Universities Reciprocal Insurance Exchange (CURIE) prior to international travel. Students are also required to sign a consent form to release information to contact persons specified in their personal informational record in the event of an emergency.
- 7) Emergency and contingency plans – Program coordinators are required to prepare emergency and contingency plans in accordance with University Policy No. 3.13 – Field Work and Associated Travel Safety [http://www.usask.ca/university\\_secretary/docs/Travel\\_Safety.doc](http://www.usask.ca/university_secretary/docs/Travel_Safety.doc). Colleges and units are required to develop and maintain emergency protocol and procedures that interface with applicable University policies and emergency procedures.
- 8) Authority – The Provost and Vice President (Academic), deans, and department heads have the authority to disallow student participation in a program involving international academic mobility if the requirements of this policy have not been met.

**Procedure Summary:**

The Procedures and Guidelines for International Travel Risk Management - Academic Mobility Programs are available at <<http://www.usask.ca/rmis/risk/international/procedures.pdf> >

**Related Policies:**

Policy 3.13 - Field Work and Associated Travel Safety  
[http://www.usask.ca/university\\_secretary/docs/Travel\\_Safety.doc](http://www.usask.ca/university_secretary/docs/Travel_Safety.doc)

Policy 6.05 – Death of a Student [http://www.usask.ca/university\\_secretary/policies/student/6\\_05.php](http://www.usask.ca/university_secretary/policies/student/6_05.php)

Contact:           Manager, Risk Management and Insurance Services – 966-8788  
                          Director of Enrolment, Student and Enrolment Services – 966-6820

## BURSARIES & FINANCIAL NEED

### **21. Administration of Awards that have both Financial Need and Academic Achievement as Selection Criteria**

<b>Rationale:</b>	<p>Some donors wish to provide assistance to students who not only have financial need, but who are also high academic achievers. Due to changes in the vision and policies surrounding the administration of bursaries at the U of S, it is necessary to establish a separate policy that will allow for the administration of awards in accordance with donors' directions.</p> <p>Using a formula that places a 50/50 weighting on financial need and academic achievement is the best way to weight both factors, because it ensures the donor's direction is followed. This weighting does not disadvantage students with high need who have good academic records and it allows for high academic achievers with moderate need to be considered.</p>
<b>Policy:</b>	<p>Where Terms of Reference specify the use of financial need and academic achievement as selection criteria for awards under the administration of the Scholarships and Awards Committee, the weighting of financial need and academic achievement will be 50/50.</p> <p>Assessment of financial need will use guidelines similar to those of the Canada Student Loans program.</p>
<b>Implementation Date:</b>	2001-2002 awards cycle
<b>Review Date:</b>	2008-2009
<b>Approval and Information:</b>	Committee agreement
<b>Other Documents:</b>	Minutes of the January 17, 2001 Scholarships and Awards Committee meeting

## 22. Financial Need Assessment for Bursaries<sup>5</sup>

<b>Rationale:</b>	<p>Assessment of financial need for bursaries under the administration of the Scholarships and Awards Committee will use guidelines similar to those of the Canada Student Loans program.</p> <p>In addition, the Bursary Subcommittee agreed that the use of Canada Student Loans program guidelines is the most defensible process at this time for determining financial need.</p>
<b>Policy:</b>	All bursary candidates must have a minimum average as defined in the policy "Minimum Average Required to be Eligible for Centrally-Administered Bursaries". Applications will then be assessed on the basis of financial need alone.
<b>Addendum 1:</b>	<p>Addendum 1 Rationale: Previously, the selection criterion for bursaries was a z-score (50/50 weighting on financial need and academic achievement). It is recognized that bursaries are intended to assist students in financial need.</p> <p>Policy: That bursaries under the administration of the Scholarships and Awards Committee will be based on financial need alone.</p>
<b>Addendum 2:</b>	<p>Addendum 2 Rationale: University of Saskatchewan bursaries should be available to students who have exhausted all other sources of potential financial assistance, for example government student loans. It is recognized in the government financial assistance program that, due to maximum loan limits, some students face unmet need whereby their recognized education-related financial needs exceed the loan amount they are eligible to receive.</p> <p>Policy: That students must apply for a government student loan to be eligible for bursaries, and submit their student loan assessment to assist in calculating financial need. In cases where students cannot provide student loan assessments, financial need will be calculated by the Student Financial Assistance and Awards office.</p>
<b>Implementation Date:</b>	<p>2001-2002 awards cycle</p> <p>Addendum 2: 2005-2006 awards cycle</p>
<b>Review Date:</b>	2008-2009
<b>Approval and Information:</b>	<p>Minutes of the January 17, 2001 Scholarships and Awards Committee meeting</p> <p>Minutes of the March 4, 2004 Scholarships and Awards Committee meeting</p>

<sup>5</sup> Replaces *Assessment of Financial Need/Weighting of Financial Need and Academic Achievement Policy* adopted 1995.

## **23. Application of Financial Need Values in Bursary Distribution**

### **Rationale:**

As outlined in other policies, the Scholarship & Awards Committee has determined that the assessment of financial need for bursaries will use the Canada Student Loan program guidelines, and that the actual value of their need (as calculated by the Canada-Saskatchewan Integrated Student Loan program) will be used in both assessing eligibility for bursaries and as a ranking mechanism for selection.

Occasionally, it may occur that the most-qualified recipient has an actual value of financial need that is lower than the bursary value. It has been the past practice of the Student Financial Assistance & Awards office to award the bursary to the recipient even in these circumstances. The rationale for this includes:

- When donors create bursaries, the general intent is to provide financial support to a student who is experiencing financial difficulty in pursuing post-secondary education and has exhausted all other reasonable means of financial support. This does not mean that a donor would want the value of their bursary diminished, just because the Canada Student Loan calculations indicate the potential recipient has financial need less than the bursary value. Many donors stipulate the number and value of bursaries, and it would be unacceptable to award 'one' bursary to multiple students so that the bursary value exactly meets the calculated financial need of each student;
- While the Scholarship & Awards Committee does believe that at this time, the Canada Student Loan program financial need calculation methodology is the most defensible method of calculating need, it does not believe that it is perfect. Nor does it believe that the actual allowable costs used (particularly with respect to living costs) are excessive and can conceive that a student may actually have a financial need greater than the actual calculated value; and
- Given the complexity in applying all other policies which limit the number and/or value of the total awards that a student can receive, it would require excessive administration to divide single bursaries into multiple amounts, specifically dependent on the calculated financial needs of the applicants.

### **Policy:**

That a bursary may be awarded to a recipient, even if the value of the bursary exceeds the actual value of the recipient's calculated financial need.

**Implementation Date:** 2006-2007 awards cycle

**Review Date:** 2009-2010

**Approval and Information:** Minutes of the November 24, 2006 Scholarships and Awards Committee meeting

## 24. Minimum Average Required to be Eligible for Centrally-Administered Bursaries

<b>Rationale:</b>	Recognition that the purpose of a bursary program is to provide for students in need. Academic achievement should not play too great a role in the formula for granting bursaries because to do so undermines the central purpose of the bursary. The only academic requirement for a bursary should ensure that all undergraduate award candidates be students demonstrating reasonable academic performance. That 65% be identified as a fair cut-off of the probability of student success and of a student demonstrating reasonable academic performance.
<b>Policy:</b>	That eligibility for bursaries under the administration of the Scholarships and Awards Committee requires a minimum sessional average of 65%. All courses attempted during the previous Regular Session will be used in the sessional average calculation.
<b>Implementation Date:</b>	2001-2002 awards cycle
<b>Review Date:</b>	2008-2009
<b>Approval and Information:</b>	Minutes of the December 9, 2004 Scholarships and Awards Committee meeting
<b>Other Documents:</b>	Minutes of the February 22, 2000 Bursary Subcommittee of the Scholarships and Awards Committee meeting Minutes of the January 17, 2001 Scholarships and Awards Committee meeting Minutes of the March 4, 2004 Scholarships and Awards Committee meeting Policy Subcommittee Report, Date Unknown Bursary Subcommittee Report, Date Unknown

## 25. Bursary Cap for Continuing Students

<b>Rationale:</b>	<p>The Scholarships and Awards Committee acknowledges that the University is not in a position to address all social and economic barriers inhibiting access to university. Given the limited resources available, the Committee has opted to cap bursary support, thereby broadening distribution.</p> <p>The Committee supports this option because 1) the cap allows for limited funds to be shared widely in order to have some effect on larger number of students and 2) the cap will have some effect on limiting the distorting effect of high tuition and equipment costs in some colleges thereby ensuring access to all programs.</p> <p>This cap is applicable only to those awards administered by the Scholarships and Awards Committee. Bursaries administered by colleges and/or departments are outside the scope of the Committee. In addition, the cap is related only to centrally-administered funds which include mainly base budget allocations and some privately established donations where the University has been given discretion relating to use of the funds and the number and value of awards (trusts and annual funds). The cap is not intended to restrict donors who wish to provide more direction for their donations; it is still entirely possible for donors to determine the value of any award they establish at the University of Saskatchewan.</p>
<b>Policy:</b>	That bursary funds for continuing students under the administration of the Scholarships and Awards Committee of Council be capped at a maximum of \$3,000 (if receiving multiple bursaries) or one bursary of a higher value.
<b>Implementation Date:</b>	2001-2002 awards cycle
<b>Review Date:</b>	2008-2009
<b>Approval and Information:</b>	Minutes of the December 9, 2004 Scholarships and Awards Committee meeting
<b>Other Documents:</b>	<p>Committee's motion tabled by University Council pending improved rationale on January 25, 2001</p> <p>Minutes of the April 10, 2002 Scholarships and Awards Committee meeting</p> <p>Committee's motion revisited at the April 19, 2001 University Council meeting</p> <p>Minutes of the February 13, 2001 Scholarships and Awards Committee meeting</p>

## ***26. Distribution of Bursary Funds by Real-Need and Living-Need***

### **Rationale:**

In attempting to establish a vision for a fair and effective bursary program that is in high demand this policy arose as a response to concerns regarding the inequitable distribution of limited bursary monies among programs at the University of Saskatchewan. It has been found that fees such as tuition, books and equipment are a major influence in determining need outcomes. While continuing to assess financial need based on the Canada-Saskatchewan Student Loan Guidelines, the following types of financial need were established:

- Real-Need – calculation of financial need as assessed by Canada-Saskatchewan Student Loan Guidelines including tuition, fees, books and equipment
- Living-Need – calculation of financial need as assessed by Canada-Saskatchewan Student Loan Guidelines excluding tuition, fees, books and equipment

By considering financial need both dependent on and independent of high tuition and equipment costs the distorting effect of differential tuitions are recognized, thereby ensuring access to all programs offered at the University of Saskatchewan and ensuring a more equitable distribution of bursary funds between colleges.

To clarify and formalize the existing practice under which the Student Financial Assistance and Awards office has been operating.

### **Policy:**

That the distribution of bursary funds under the administration of the Scholarships and Awards Committee be dispersed so that half of the bursary funds are awarded based on the Real-Need of applicants and that half of the bursary funds are awarded based on the Living-Need of applicants. If the number of awards offered annually is odd, the greater number of awards will be allocated based on Real-Need and Living-Need in alternating years.

This policy is applicable only to those awards administered by the Scholarships and Awards Committee.

In addition, the policy is related only to centrally-administered funds which include mainly base budget allocations and some privately established donations where the University has been given discretion relating to use of the funds and the number and value of awards (trusts and annual funds).

### **Implementation Date:**

2000-2001 awards cycle

### **Review Date:**

2008-2009

### **Approval and Information:**

Minutes of the December 9, 2004 Scholarships and Awards Committee meeting

**Other Documents:**

Minutes of the February 15, 2000 Bursary Subcommittee meeting

Minutes of the June 7, 2000 Scholarships and Awards Committee meeting

Report of the Bursary Subcommittee – date unknown

## **27. Deferral of Bursaries Prohibited**

<b>Rationale:</b>	Bursaries are awarded to students in recognition of demonstrated financial need. Each student's financial need is calculated based on his/her current economic situation and the costs the student can expect to incur during the upcoming academic year. As both the student's expected costs and economic situation will change during the year of absence from the University, deferral of awards wholly or partially awarded on the basis of financial need will not be granted.
<b>Policy:</b>	That students will not be permitted to defer centrally-administered awards for which selection is made wholly or partially on the basis of financial need.
<b>Implementation Date:</b>	1998-1999 awards cycle
<b>Review Date:</b>	2008-2009
<b>Approval and Information:</b>	Motion passed by the Scholarships and Awards Committee, November 10, 1998

## ENTRANCE AWARDS

### ***28. Eligibility for University of Saskatchewan Entrance Awards – Attendance at any Accredited High School<sup>6</sup>***

<b>Rationale:</b>	With the implementation of the Enrolment Plan, it has become a priority of the University of Saskatchewan to recruit out-of-province and international students.
<b>Policy:</b>	<p>University of Saskatchewan Entrance Awards are open to students who have graduated from any accredited high school, either Canadian or international, unless otherwise specified by the Award's Terms of Reference.</p> <p>One exception to this policy exists, which is outlined as a separate policy document: 1) Entering Music Students</p>
<b>Implementation Date:</b>	2008-2009 awards cycle
<b>Review Date:</b>	2011-2012
<b>Approval and Information:</b>	<p>Minutes of the June 8, 2004 Scholarships and Awards Committee meeting</p> <p>Minutes of the November 16, 2007 Scholarships and Awards Committee meeting.</p>
<b>Other Documents:</b>	<p>Enrolment Plan, p. 2 – “Expand our student recruitment efforts beyond Saskatchewan towards a more diverse student body primarily through increased recruitment of other Canadian and international students.”</p> <p>Renewing the Dream – Strategic Directions 2002, Strategic Direction No. 4 – “Recruit and retain a diverse and academically promising body of students, and prepare them for success in the knowledge age.”</p> <p>Integrated Plan for the First Planning Cycle 2003/04 – 2006/07 (Draft as of April 9, 2004), p. 21-22 – “The Enrolment Plan has committed the University to increasing the size of the student body, attracting more students from out-of-province, and increasing the number of international students attending our institution. ... A fund of \$350,000 was initially allocated from the 2001/02 Saskatchewan Universities Funding Mechanism (SUFM) phase-in adjustment to support initiatives emanating from the Enrolment Plan.”</p>

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<sup>6</sup> This policy replaces Eligibility for University of Saskatchewan Entrance Awards - Attendance at any Canadian High School (Undergraduate Awards Policy Manual, May 2007).

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## **29. Eligibility for University of Saskatchewan Entrance Awards – Credit Unit Requirements**

<b>Rationale:</b>	<p>The intent of entrance awards is to either reward or support students in their first full year of post-secondary study. The University of Saskatchewan defines a full-time student as a student enrolled in a minimum of 18 credit units in the Regular Session. This definition excludes students who are entering non-direct entry colleges as “entering” students.</p> <p>To clarify and formalize the existing practice under which the Student Financial Assistance and Awards office has been operating.</p>
<b>Policy:</b>	<p>That all University of Saskatchewan entrance awards (as published in the Awards Guide for Entering Students), either centrally- or college-administered, be open to students who have less than 18 credit units completed at or transferable to a direct-entry program of study at the University of Saskatchewan.</p> <p>NOTE: One exception to this policy exist: 1) Entering Music Students</p>
<b>Implementation Date:</b>	1998-1999 awards cycle
<b>Review Date:</b>	2008-2009
<b>Approval and Information:</b>	Minutes of the December 9, 2004 Scholarships and Awards Committee meeting
<b>Other Documents:</b>	<p>Minutes of the October 31, 1997 Scholarships and Awards Committee Meeting</p> <p>Minutes of the November 10, 1998 Scholarships and Awards Committee Meeting</p> <p>Minutes of the March 3, 1999 Scholarships and Awards Committee Meeting</p>

### **30. Entering Music Students – Exception to Eligibility for Entrance Awards**

<b>Rationale:</b>	<p>The policy that entrance awards are open to students who have less than 18 credit units completed at or transferable to a direct-entry program of study at the University of Saskatchewan does not meet the recruitment needs of the Department of Music (B.Mus. or B.Ed./B.Mus.).</p> <p>The Department of Music interprets an “entering” student to be one who is entering their first year of study within any B.Mus. program, regardless of the student’s previous academic study. When distributing entrance awards with musical performance components, the Department of Music feels it necessary to select the most appropriate person regardless of whether or not the student meets the traditional definition of an entering student.</p>
<b>Policy:</b>	<p>That all entrance awards with a performance component (as published in the Awards Guide for Entering Students), administered by the Department of Music be open to students entering the Music program regardless of the previous number of credit units completed.</p>
<b>Implementation Date:</b>	<p>2004-2005 awards cycle</p>
<b>Review Date:</b>	<p>2008-2009</p>
<b>Approval and Information:</b>	<p>Minutes from the December 9, 2004 Scholarships and Awards Committee meeting</p>
<b>Other Documents:</b>	<p>Minutes of the September 20, 2004 Scholarships and Awards Subcommittee meeting</p>

### **31. Entrance Award Limit – One Per Student <sup>7</sup>**

**Rationale:**

Recognizes the rising cost of tuition and the high volume of students entering the University of Saskatchewan on a yearly basis. By allowing those students entering the University of Saskatchewan to receive one award only during their first year of studies, the Student Financial Assistance and Awards Office ensures "that monies are spread to the greatest number of students possible" (Entrance Awards with Special Terms Selection Committee- minutes from April 12, 2004 Meeting).

The policy outlined has been a practice of the Student Financial Assistance and Awards office in the past.

There are, however, a number of University of Saskatchewan awards that have specialized criteria, and as a result there are only small pools of eligible candidates for these awards. In the past students with the highest levels of academic standing have been excluded from the eligibility pools for these specialized awards because they have already earned a centrally-administered scholarship. This limits the eligibility pool for these specialized awards, thus hindering the University's ability to administer specialized awards to deserving students.

**Policy:**

That students entering the University of Saskatchewan be offered one centrally-administered award only.

Students may receive a maximum of one of the following awards which are exempt from this policy:

- Constable Brian King Memorial Bursary
- India-Canada Cultural Association Bursary
- Toupin Family Memorial Bursary
- Harry Hunking Scholarship
- Sidney Green Entrance Scholarships
- Clare and Margaret Sherrard Memorial Scholarships
- Allen Blakeney Entrance Scholarship
- Saskatchewan Elocution and Debate Association (SEDA) Excellence Award
- Canada-Wide Science Fair Scholarships
- Allen Memorial Scholarship Fund of the Turtleford School District
- Clark Scholarship Awarded in Memory of Gertrude Evelyn Clark
- Reid-Steele Family Award
- Gertrude Lotz Memorial Scholarship
- Sikh Society of Saskatchewan Bursary

**Implementation Date:**

2008-2009 awards cycle

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<sup>7</sup> The above exceptions replace the policy *Entrance Awards with Special Terms – Exception to Entrance Award Limit* (Undergraduate Awards Policy Manual, May 2007).

**Review Date:** 2011-2012

**Approval and Information:** Minutes of the June 8, 2004 Scholarships and Awards Committee meeting

Minutes of the June 8, 2004 Scholarships and Awards Committee meeting

Minutes of the June 5, 2006 Scholarship and Awards Committee meeting

Minutes of the January 24, 2007 Scholarships & Awards Committee meeting

Replaced the "Entrance Awards with Special Terms – Exception to Entrance Award Limit" (Undergraduate Awards Policy Manual, May 2007).

Minutes of the May 7, 2008 Scholarships and Awards Committee meeting

### ***32. Deferral of Entrance Awards Prohibited***

<b>Rationale:</b>	<p>The University has a limited number of entrance awards available to first year students and, consequently, is not able to offer awards to all worthy students. Deferring awards ties up limited funds for a year and thus accentuates the problem of limited funding. In addition, the University has no assurance that a student will attend the University after an absence of one or more years and may be reserving funds for a student who will not enrol at the University of Saskatchewan. Finally, students choosing not to attend the University in any given year are eligible to apply for entrance awards in subsequent years. If the student feels there are exceptional circumstances to their deferral request, they may submit an appeal to the Scholarship and Awards Committee of Council.</p> <p>This policy formalizes an already existing practice of the Student Financial Assistance and Awards office.</p>
<b>Policy:</b>	<p>That students receiving an entrance award from the University of Saskatchewan must take up the award and attend the University in the year the award is made. Entrance awards may not be deferred.</p>
<b>Implementation Date:</b>	1999-2000 awards cycle
<b>Review Date:</b>	2008-2009
<b>Approval and Information:</b>	Motion passed by the Scholarships & Awards Committee, November 10, 1998

## COLLEGE-SPECIFIC REGULATIONS

### **33. Transfer Students – Eligibility for Department- and College-Administered Awards**

<b>Rationale:</b>	<p>Students entering a non-direct entry degree program from another institution and students transferring to the University of Saskatchewan had previously been disqualified from award competitions because of the administrative difficulties of comparing academic achievement from various institutions.</p> <p>The Committee agreed that departments and colleges are in the best position to make the comparison of grades and should have the option of considering students regardless of administrative hassles if they so choose. The Committee further noted that opening award competitions up to all students is compatible with the University's commitment to recruitment of top students.</p>
<b>Policy:</b>	<p>That department and college award committees may consider students entering their first year of study (in a non-direct entry degree program) and students transferring from another institution for department- and college-administered awards unless prohibited by the award Terms of Reference.</p>
<b>Implementation Date:</b>	1998-1999 awards cycle
<b>Review Date:</b>	2008-2009
<b>Approval and Information:</b>	Motion passed by the Scholarships & Awards Committee on October 31, 1997
<b>Other Documents:</b>	<p>Item 4 of the Minutes of the Scholarships &amp; Awards Committee meeting of October 31, 1997</p> <p>Item 6 of the Minutes of the Scholarships &amp; Awards Committee meeting of June 16, 1997</p> <p>Item 9 of the Minutes of the Scholarships &amp; Awards Committee meeting of May 22, 1997</p>

### **34. Student Eligibility for College-Administered Awards - Deferrals and Re-entry**

<b>Rationale:</b>	Students occasionally interrupt their formal studies at the University of Saskatchewan to pursue formal or informal educational opportunities at other institutions, in other environments, and/or in other countries. Colleges are in the best position to judge how such an absence impacts on student performance and skills.
<b>Policy:</b>	<p>That College Award Committees may allow undergraduate students to defer college-administered awards unless prohibited by the Terms of Reference of the Trust.</p> <p>That College Award Committees may consider, on a case by case basis, a student's request to re-enter the award pool after an absence from the University of Saskatchewan of one or more years unless prohibited by the Terms of Reference of the Trust.</p>
<b>Implementation Date:</b>	1998-1999 awards cycle
<b>Review Date:</b>	2008-2009
<b>Approval and Information:</b>	<p>Motions passed by the Scholarships and Awards Committee on June 16, 1997.</p> <p>Colleges will be informed that they may grant deferrals or permit the re-entry of students to the award pool at their discretion.</p> <p>The <i>Awards Guide(s)</i> will be updated to inform students of their right to request deferral of college-administered awards and/or re-entry into the award pool after an absence of one or more years. It is the student's responsibility to request consideration by the college prior to the selection of recipients by the college.</p>
<b>Other Documents:</b>	<p>Item 6 of the Minutes and Agenda material for June 16, 1997 meeting of the Scholarships and Awards Committee</p> <p>Item 9 of the Minutes and Agenda material for the May 22, 1997 meeting of the Scholarships and Awards Committee</p>

### **35. Computer Science Professional Internship Program - Award Eligibility and Payment**

<b>Rationale:</b>	<p>The Computer Science Professional Internship Program consists of 8 academic and 3-4 work education terms typically taken over a 5 year period. Internships are taken over 12-16 consecutive months. Consequently, under the 24/18 credit unit rule (i.e., policies governing award eligibility and pay-out), these students are being excluded from award opportunities though they continue to pursue a University designed and sanctioned program of study. By permitting students enrolled in the Computer Science Professional Internship Program to use their most recent sessional average for award eligibility in their final year of the program, the University ensures that students pursuing a unique program of study remain eligible for awards and that all students continue to be considered for awards based on a standard 24 credit unit minimum.</p> <p>For student loan purposes (but <u>not</u> for academic purposes) each work experience term is valued as 15 credit units. By using this credit unit value assigned for student loan purposes as part of the eligibility requirements for the pay-out of awards, the University recognizes that the work experience is part of recipients' formal program of study and that students remain full-time students responsible for tuition and student fees while out on work experiences.</p>
<b>Policy:</b>	<p><u>Award Eligibility</u></p> <p>That students enrolled in the Computer Science Professional Internship Program will be eligible for all University and College administered awards based on completion of at least 24 academic credit units (i.e., non-work experience credit units) over not more than two Sessions (either Regular or Spring/Summer). Students must have completed a minimum of 24 credit units since last having been eligible for awards to be considered. All credit units taken in the two Sessions being used to define eligibility will be included in the calculation of an award average.</p> <p><u>Award Payout</u></p> <p>That all University- and college-administered awards will be paid out to students enrolled in the Computer Science Professional Internship Program when the recipient is enrolled in a minimum of 18 credit units in the Regular Session for which the award is made.</p> <p>Awards will be paid out in one instalment.</p>
<b>Implementation Date:</b>	2004-2005 awards cycle
<b>Review Date:</b>	2008-2009
<b>Approval and Information:</b>	Minutes of the June 8, 2004 Scholarships and Awards Committee meeting

### **36. Cooperative Education Program in Agriculture, Geography, Land Use and Environmental Studies and Rural and Urban Development - Award Eligibility and Payment**

**Rationale:**

This policy replaces the previously existing award policy regarding the Cooperative Education Program in Agriculture. The former policy was administratively burdensome to implement, assumed all students moved through their program of study in the same manner and did not cover all University- and college-administered awards.

The Cooperative Education Program in Agriculture consists of 8 academic and up to 4 work education terms typically taken over a 5 year period. During some Regular Sessions students alternate academic coursework with work experience. Consequently, under the 24/18 credit unit rule (i.e., policies governing award eligibility and pay-out), these students are being excluded from award opportunities though they continue to pursue a University designed and sanctioned program of study. By permitting students enrolled in the Cooperative Education Program in Agriculture to spread the 24 credit units required for award eligibility over two terms of any Regular Session, the University ensures that students pursuing a unique program of study remain eligible for awards and that all students continue to be considered for awards based on a standard 24 credit unit minimum.

For student loan purposes (but not for academic purposes) each work experience term is valued as 15 credit units. By using this credit unit value assigned for student loan purposes as part of the eligibility requirements for the pay-out of awards, the University recognizes that the work experience is part of recipients' formal program of study and that students remain full-time students responsible for tuition and student fees while out on work experiences.

**Policy:**

Award Eligibility

That students enrolled in the Cooperative Education Program in Agriculture will be eligible for all University and College administered awards based on completion of at least 24 academic credit units (i.e., non-work experience credit units) over not more than two Sessions (either Regular or Spring/Summer). Students must have completed a minimum of 24 credit units since last having been eligible for awards to be considered. All credit units taken in the two Sessions being used to define eligibility will be included in the calculation of an award average.

### Award Payout

That all University- and college-administered awards will be paid out to students enrolled in the Cooperative Education Program in Agriculture when one of the following circumstances has been met:

- 1) Recipient is enrolled in a minimum of 18 credit units in the Regular Session for which the award is made, or
- 2) Recipient is enrolled in a minimum of 9 credit units in one term of the Regular Session and is registered in a cooperative education (work experience) course for the other term of the same Regular Session.

Awards will be paid out in one instalment.

**Addendum:**

In 1999, this policy was extended to the newly created co-op programs in Geography, Land Use and Environmental Studies (LUEST), and Rural and Urban Development (RUD).

**Implementation Date:**

1999-2000 awards cycle

**Review Date:**

2008-2009

**Approval and Information:**

Motion passed by the Scholarships and Awards Committee, Minutes 10 November 1998

**Other Documents:**

Scholarships and Awards Subcommittee, Minutes November 17, 1995

Scholarships and Awards Subcommittee, Minutes December 8, 1995

Scholarships and Awards Committee, Minutes January 16, 1996

### **37. Engineering Professional Internship Program - Award Eligibility and Payment**

**Rationale:**

The Engineering Professional Internship Program consists of 8 academic and 2-4 work education terms typically taken over a 5 year period. During some Regular Sessions students alternate academic coursework with work experience. Consequently, under the 24/18 credit unit rule (i.e., policies governing award eligibility and pay-out), these students are being excluded from award opportunities though they continue to pursue a University designed and sanctioned program of study. By permitting students enrolled in the Engineering Professional Internship Program to spread the 24 credit units required for award eligibility over two terms of any Regular Session, the University ensures that students pursuing a unique program of study remain eligible for awards and that all students continue to be considered for awards based on a standard 24 credit unit minimum.

For student loan purposes (but not for academic purposes) each work experience term is valued as 15 credit units. By using this credit unit value assigned for student loan purposes as part of the eligibility requirements for the pay-out of awards, the University recognizes that the work experience is part of recipients' formal program of study and that students remain full-time students responsible for tuition and student fees while out on work experiences.

The policy outlined has been a practice of the Student Financial Assistance and Awards office in the past.

**Policy:**

Award Eligibility

That students enrolled in the Engineering Professional Internship Program will be eligible for all University and College administered awards based on completion of at least 24 academic credit units (i.e., non-work experience credit units) over not more than two Sessions (either Regular or Spring/Summer). Students must have completed a minimum of 24 credit units since last having been eligible for awards to be considered. All credit units taken in the two Sessions being used to define eligibility will be included in the calculation of an award average.

### Award Payout

That all University- and college-administered awards will be paid out to students enrolled in the Engineering Professional Internship Program when one of the following circumstances has been met:

- 1) Recipient is enrolled in a minimum of 18 credit units in the Regular Session for which the award is made, or
- 2) Recipient is enrolled in a minimum of 9 credit units in one term of the Regular Session and is registered in a work experience course for the other term of the same Regular Session.

Awards will be paid out in one instalment.

<b>Implementation Date:</b>	2004-2005 awards cycle
<b>Review Date:</b>	2008-2009
<b>Approval and Information:</b>	Minutes of the June 8, 2004 Scholarships and Awards Committee meeting

### **38. Northern Teacher Education Program (NORTEP) – Award Eligibility and Payment**

**Rationale:** Under the Northern Teacher Education Program (NORTEP), all students will be considered University of Saskatchewan students regardless of whether they are enrolled in courses at the University of Saskatchewan or in courses at the University of Regina. These students will therefore be eligible for all awards administered by the U of S.

**Policy:**

1. Students entering the NORTEP program will be eligible for and may claim University of Saskatchewan entrance awards based upon the same regulations that are in place for any student entering a direct entry program at the University of Saskatchewan, except that course registrations at both the University of Saskatchewan and the University of Regina will be used to determine eligibility of a student to claim the award. This regulation will apply unless trust conditions prevent its application.
2. Upper-year students in the NORTEP program will be eligible for and may claim undergraduate awards based upon the same regulations that are in place for any student in an undergraduate program at the University of Saskatchewan, except that course registrations at both the University of Saskatchewan and the University of Regina will be used to determine the eligibility of a student to compete for or claim an award. This regulation will apply unless trust conditions prevent its application.
3. After a University of Saskatchewan award has been applied against a student's outstanding University of Saskatchewan tuition and fees, any balance or refund will be forwarded to any other institution in which the student is currently registered in classes for their NORTEP program. The Student Financial Assistance and Awards office will ensure the student is notified of this process.

**Implementation Date:** 2004-2005 awards cycle

**Review Date:** Annually

**Approval and Information:** Minutes of the June 8, 2004 Scholarships and Awards Committee meeting

### **39. Nursing Education Program of Saskatchewan (NEPS) – Award Eligibility and Payment**

<b>Rationale:</b>	<p>Under the proposed Nursing Education Program of Saskatchewan (NEPS) all students will be considered University of Saskatchewan students regardless of whether they are enrolled at the Saskatoon, Regina, or Prince Albert site. These students will therefore be eligible for all awards administered by the University of Saskatchewan.</p> <p>It is understood that students in NEPS will be eligible for all SIAST administered awards as well. Furthermore, it is understood that SIAST and the University of Saskatchewan will share information about award recipients in a timely manner. This will be coordinated through the college or program offices of both institutions.</p>
<b>Policy:</b>	<ol style="list-style-type: none"> <li>1. Students entering NEPS at either the Regina, Saskatoon, or Prince Albert site will be eligible for and may claim University of Saskatchewan entrance awards based upon the same regulations that are in place for any student entering a direct entry program at the University of Saskatchewan, except that course registrations at all of the participating institutions (i.e., the University of Saskatchewan, the University of Regina, the First Nations University, and SIAST) will be used to determine eligibility of a student to claim the award. This regulation will apply unless trust conditions prevent its application.</li> <li>2. Upper-year students in NEPS will be eligible for and may claim undergraduate awards based upon the same regulations that are in place for any student of an undergraduate program of the University of Saskatchewan, except that course registrations at all participating institutions (i.e., the University of Saskatchewan, the University of Regina, the First Nations University, and SIAST) will be used to determine the eligibility of a student to compete for or claim an award. This regulation will apply unless trust conditions prevent its application.</li> <li>3. After a University of Saskatchewan award has been applied against a student's outstanding University of Saskatchewan tuition and fees, any balance or refund will be forwarded to any other institution in which the student is currently registered in classes for their NEPS program. The Student Financial Assistance and Awards office will ensure the student is notified of this process.</li> </ol>
<b>Implementation Date:</b>	1996-1997 awards cycle
<b>Review Date:</b>	2008-2009
<b>Approval and Information:</b>	Motions passed by the Scholarships and Awards Subcommittee.
<b>Other Documents:</b>	Agenda material and Minutes of the Scholarships and Awards Subcommittee meeting of February 9, 1996

## **40. Eligibility of Students from the College of Dentistry for Centrally-Administered Awards**

<b>Rationale:</b>	<p>Each year 15 admission places are reserved for Saskatchewan residents in the College of Dentistry. These students are admitted to the College with an \$18,000 scholarship, while the remaining 13 admitted students do not receive funding and may be from any province. Students who make the conscious decision to enrol without these scholarships have taken into consideration their financial situation prior to acceptance of an offer of admission.</p> <p>Given that the College follows a cost-recovery structure, it makes sense that the University should not be responsible for providing funds to students not receiving the \$18,000 scholarship to pay for their education.</p> <p>However, these students should be rewarded for strong academic performance and should not be excluded from consideration for centrally-administered scholarships.</p>
<b>Policy:</b>	That students who enter the College of Dentistry without the \$18,000 scholarship be eligible for scholarships and ineligible for bursaries under the administration of the Scholarships and Awards Committee.
<b>Implementation Date:</b>	1999-2000 awards cycle
<b>Review Date:</b>	2008-2009
<b>Approval and Information:</b>	Minutes of the December 9, 2004 Scholarships and Awards Committee meeting
<b>Other Documents:</b>	<p>Minutes of the June 15, 1999 Scholarships and Awards Committee meeting</p> <p>Minutes of the October 1, 1999 Scholarships and Awards Committee meeting</p> <p>Minutes of the June 7, 2000 Scholarships and Awards Committee meeting</p> <p>Ensuring Equitable Access to University of Saskatchewan Bursaries – date unknown</p>

## AWARD ADMINISTRATION

### 41. Huskie Athletic Awards – Exclusion from Scholarship & Awards Jurisdiction<sup>8</sup>

<b>Rationale:</b>	<p>Huskie Athletics distributes awards to its athletes and its awards have always been governed by Scholarship &amp; Award Committee policies. But, Huskie Athletics, as a member of CIS (Canadian InterUniversity Sport), is also governed by CIS's set of award-related policies, many of which are either stricter or contradict U of S policies.</p> <p>Obviously, the Scholarship &amp; Awards Committee is concerned that by enforcing a policy which is more stringent than the CIS regulations, the University of Saskatchewan places its athletes in a position of disadvantage, as compared to athletes at other Canadian universities. Consequently, over the years, the Scholarship &amp; Awards Committee has approved a series of policy 'exceptions' for athletic awards. Faced with creating yet another policy exception, the Scholarship &amp; Awards Committee instead chooses to recognize the CIS, and its award related rules as the legitimate, and definitive, authority.</p>
<b>Policy:</b>	<p>That all University of Saskatchewan awards where athletics is part of the award description (ie. part of the purpose for establishing the award and ultimately reflected in the subsequent selection criteria associated with the award) and consequently falls under the jurisdiction of the CIS, be awarded so as to comply with all CIS rules and regulations, and with disregard to Scholarship &amp; Awards Committee Policies. This will be applicable to areas such as (but not limited to) award eligibility, award payment, average calculation and maximum funding to be received.</p>
<b>Implementation Date:</b>	2007-2008 awards cycle
<b>Review Date:</b>	2010-2011
<b>Approval and Information:</b>	Minutes of the March 5, 2007 Scholarships and Awards Committee meeting.

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<sup>8</sup> This policy replaces the following previously approved policies: 1) *Athletic Awards– Exception to Credit Units Required to be Eligible for Awards*, 2) *Award Averages for Athletic Awards – Exception to Calculation of Award Averages for Continuing Students*, 3) *Awards with Athletic Component – Exception to Two Times Tuition Limit on University of Saskatchewan Awards* and 4) *Entering Athletes – Exception to Eligibility for Entrance Awards* .

## **42. New Awards to Meet Education Equity Goals**

<b>Rationale:</b>	The University's Mission Statement contains as a goal the promotion of under-represented groups, specifically Aboriginal people, persons with disabilities, visible minorities, and women. At the present time the University has very few awards for these targeted groups. It was agreed that the Subcommittee recommend to the Academic Affairs Committee, then Council and the Board, that an effort be made to support education equity goals through the establishment of awards for the four groups identified in the Mission Statement.
<b>Policy:</b>	That the University of Saskatchewan ensure that fund raising activities related to the establishment of student awards address education equity goals through the creation of scholarships, bursaries and other awards for Aboriginal people, persons with disabilities, visible minorities, and women. Furthermore, the Subcommittee determined that all awards including terms that are affirmative with respect to an identifiable group under <i>The Saskatchewan Human Rights Code</i> include a clause that directs how the award should be made when it is no longer necessary to be affirmative towards the group.
<b>Implementation Date:</b>	Ongoing
<b>Review Date:</b>	2008-2009 awards cycle
<b>Approval and Information:</b>	Motion passed by the Scholarships and Awards Subcommittee and forwarded to the Academic Affairs Committee.  Approved by Academic Affairs Committee at its March 1, 1995 meeting and forwarded to Council.  Passed by Council at its April 7, 1995 meeting.
<b>Other Documents:</b>	Item 5 of the Minutes of the Scholarships and Awards Subcommittee meeting of November 15, 1994  Item 2 (iii) of the Minutes of the Scholarships and Awards Subcommittee meeting of December 19, 1994

### **43. Establishment of Scholarships and Awards Committee Selection Subcommittees**

<b>Rationale:</b>	There is a desire to reduce costs and streamline the selection process.
<b>Policy:</b>	<p>That the Scholarships and Awards Subcommittee establish selection subcommittees for each of the following categories of awards: President's First &amp; Best Scholarships; Entrance Awards with special terms; Undergraduate Awards with special terms; NRC Women in Science Scholarship; Fairfax Financial Holdings Ltd. Scholarship; Millennium In-Course Excellence Awards; and appoint one or several members to other selection subcommittees as the need arises.</p> <p>Each selection subcommittee is empowered to make award selection decisions and will report these decisions back to the full Committee.</p> <p>Each selection committee will be comprised of a minimum of three people as determined by the Chair or designate. The Chair has the power to change or augment membership, or appoint members from beyond the Scholarships and Awards Committee, as the need arises. The Chair will be an <i>ex officio</i> member with vote. The Student Financial Assistance and Awards office or designate, where appropriate, will be a member with voting privileges.</p>
<b>Implementation Date:</b>	1994-1995 awards cycle
<b>Review Date:</b>	2008-2009
<b>Approval and Information:</b>	Motions passed by the Scholarships and Awards Committee
<b>Other Documents:</b>	Agenda material and Minutes of the Scholarships and Awards Committee meeting of March 18, 1994

## ***44. Public Recognition of Award Recipients***

<b>Rationale:</b>	Attempts to provide recognition to award recipients but also recognizes that individuals have the right to refuse the release of their name to the media.
<b>Policy:</b>	That any publicity the University undertakes with respect to its award recipients will be done with the recipient's prior permission. The only exception to this practice will be for those awards announced at Convocation.
<b>Implementation Date:</b>	May 17, 1994
<b>Review Date:</b>	2008-2009
<b>Approval and Information:</b>	Minutes of the June 8, 2004 Scholarships and Awards Committee Meeting (affirmation of approval)  Motion passed by the Scholarships and Awards Subcommittee - May 17, 1994.  University Advancement will be advised of this policy. Student Financial Assistance and Awards will forward to the University Advancement office only the names of award recipients who have given permission for the release of their names.
<b>Other Documents:</b>	Item 8 and Minutes of April 13, 1994, Scholarships and Awards Subcommittee meeting  Minutes of May 17, 1994, Scholarships and Awards Subcommittee meeting