Undergraduate In-Study
Scholarships & Awards Policies & Procedures

1 Purpose

This policy governs the establishment, criteria and development, definitions, equitable competition and the fair and wide distribution of all student awards and scholarships at OCAD University. This policy does not apply to external awards or internal bursaries, to which a student can apply or be nominated.

Any exceptions will be dealt with under the Scholarships & Awards Programs: Appeals.

The OCAD University Senate Scholarships & Awards Committee will review policy amendments and exceptions as recommended by the Financial Aid & Awards Office. Periodic amendments to the policies and procedures may be made by the Financial Aid & Awards Office in consultation with the Vice-Provost, Students & International, as well as the Vice-President, Academic & Provost. Any changes made by the Financial Aid & Awards Office will be shared and reported to Senate through the appropriate Committee, for information.

2 Scholarships and Awards Programs: Statement of Principles

The fundamental priorities and principles of the University's Scholarships & Awards Policies & Procedures were established by the OCAD U Scholarship & Awards Committee. The terms and conditions of awards and scholarships established by this Committee will:

a) The Financial Aid & Awards Office administers scholarship and awards programs according to Canadian law, trust law and the Ontario Human Rights Commission Policy on Scholarships & Awards.
b) Reflect one or more of those priorities, although they may also recognize non-academic achievements, which the University or Faculty office of the University deems worthy of consideration;
c) Be free of criteria based on personal characteristics, such as race, ancestry, colour, ethnic origin, sex, gender, gender identity, gender expression, creed, age, marital status, family status, sexual orientation, or disability as per the Canada Human Rights Code.
d) During the period from 1996 to 1999, many endowed awards were established under the terms of the Government of Ontario's Ontario Student Opportunity Trust Fund (OSOTF). These endowments were made up of three equal parts: the original donation; the Government's OSOTF match; and, the University's match. The terms for these awards are, and will remain, in compliance with the Government's OSOTF guidelines.
e) Notwithstanding section 2.c and in order to ensure accessibility, the University may from time to time establish awards or scholarships specifically intended to improve the participation of particular groups of students. The terms of such awards and scholarships will reflect one or more of the primary goals outlined in the University's Strategic Plan and conform to the goals and objectives of the University and the Faculty office concerned.

3   Definitions

Entrance Scholarships

Entrance scholarships are given on the basis of academic merit as demonstrated by high school average, portfolio information, and/or supporting documentation, when required. More information can be found on OCAD University's website.

Scholarships

Scholarships recognize overall academic achievement by their overall average within their program major of study or by the highest grade in a specific course and are designed to encourage continued studies. They are given at the 1st, 2nd and 3rd year levels in Faculties of Art, Design and Liberal Arts & Sciences/School of Interdisciplinary Studies. Scholarships may be one time only or renewable with the student's continued compliance with the scholarship's criteria.

External Scholarships & Awards

External scholarships and awards are fully funded and   administered outside of OCAD University. OCAD U assumes no responsibility for any part of the funding, administration, and selection processes but may decide to publicize the award as a service to the community.

Awards

Awards recognize achievement in each Program major at the fourth-year level **normally through a juried competition at the end of each academic year.** Awards can be based on a combination of criteria that include but are not limited to: the *Suggested Jury Guidelines*.

Prizes

Prizes are given within both the Scholarship and Awards Programs and are of non-monetary and/or of monetary worth. I.e. Professional membership, equipment and rental, etc.

OCAD U Medals

OCAD U Medals are given in each program major at the fourth-year level as part of the Awards Program and are presented at the Convocation Ceremony.

4   Scholarships and Awards Programs: General Information

4.1   Student Responsibilities, Terms and Conditions

4.1.1   Students are responsible for complying with the Scholarships and Awards Programs Policies & Procedures, and the procedures outlined by each program major, including meeting all dates and deadlines outlined therein.

4.1.2   Students are responsible for checking the MyOCADU.ca portal, Awards Management System (AwardSpring) and their OCAD U Student Email account regularly for communications from the Financial Aid & Awards Office or their Faculty Office pertaining to the Scholarships and Awards Programs.

4.1.3   Students may be required to submit a thank you letter for the donor of their scholarship or award to the Development Office before funds will be released.

4.1.4   All outstanding debts to the University (e.g. tuition fees, emergency loans, library fines, shop fees) must be cleared before funds are released.

4.1.5   Students in 1st, 2nd or 3rd Year selected to receive a Scholarship, must, as of the end of each academic year, be in good academic standing as per the University's Undergraduate Academic Regulations & Procedures.

4.1.6   Students in 4th Year selected to receive an Award and/or Scholarship must, as of the end of each academic year, be in good academic standing as per the University's Undergraduate Academic Regulations & Procedures.

4.1.7   Students in 4th year selected to receive the Sir Edmund Walker Award must be graduating in June of the current academic year.

5 Scholarships and Awards Programs: General Policies & Guidelines

5.1.1   All full and part-time 4th year students (see Section 5.1.3) are eligible to apply to the **Awards Program** with the exception of OCAD U alumni returning to complete degree requirements or Post-Graduate Certificates.

5.1.2   All full and part-time 1st, 2nd and 3rd year students, registered in 2.0 or more credits in the fall/winter session, are eligible to be considered for the **Scholarships Program** with the exception of OCAD U alumni returning to complete degree requirements or Post-Graduate certificates.

5.1.3   Students will be considered for Scholarships and Awards at the year levels outlined in the University's Undergraduate Academic Regulations & Procedures (see credits limits below):
- Year One: 0 to 4.75 completed credits
- Year Two: 5.0 to 9.75 completed credits
- Year Three: 10.0 to 14.75 completed credits
- Year Four: 15.0 or more completed credits

5.1.4   1st, 2nd and 3rd year students will be considered for Scholarships once at each year level.

5.1.5   4th year students may apply only once to the Awards Program.

6   Scholarships Program

Scholarships recognize overall academic achievement by their overall average within their program major of study or by the highest grade in a specific course and are designed to encourage continued studies. They are given at the 1st, 2nd and 3rd year levels in Faculties of Art, Design and Liberal Arts & Sciences/School of Interdisciplinary Studies. Scholarships may be one time only or renewable with the student's continued compliance with the scholarship's criteria.

6.2 Scholarships Program: Policies

6.2.1 Students do not apply to the Scholarships Program. Students in the Faculties of Art, Design, Liberal Arts & Sciences and the School of Interdisciplinary Studies will only be considered for scholarships in their program major and at one year level as determined in Section 5.1.3.

6.2.2   Recipients will be selected by the Financial Aid & Awards office in consultation with the Office of the Registrar and/or the Faculties of Art, Design, Liberal Arts & Sciences and the School of Interdisciplinary Studies by ranking of marks (each program major and year level).

6.2.3   Scholarship decisions are made at the end of the Winter Semester on the basis of Overall Grade Point Average.

6.2.4   Students will be considered once at each year level.

6.3 Scholarships Program: Procedures

6.3.1   Students may check the Awards Management System (AwardSpring) for Scholarships Results on the published dates. See Appendix A: Scholarships and Awards Programs Dates and Deadlines.

6.3.2   Students who have been selected to receive scholarships will be notified through their OCAD U Student Email account.

6.3.3   Students will have the value of their scholarship applied directly to their fees account prior to the start of the next academic year. Funds are tenable upon confirmation of enrolment in the following academic year. Students who withdraw from studies or drop classes may have part or the full value of the scholarship rescinded. Decisions will be made by the Financial Aid & Awards Office and the Development and Alumni Relations Office.

6.3.4   See Section 4.1 Student Responsibilities, Terms and Conditions for details regarding thank you letter, and clearance of debt required before release of funds.

6.3.5   In the event that a student does not meet all of the policies and procedures outlined in Section 1 Scholarships and Awards Programs: General Information and Section 2 Scholarships Program, the scholarship may be rescinded and reallocated to the next highest-ranking student in the same year and program major.

6.4 List of Scholarships

For a complete list of available scholarships, please visit the Awards Management System (AwardSpring), accessible through the MyOCADU.ca portal.

7   Awards Program

Awards recognize achievement in each Program major at the fourth-year level **normally through a juried competition at the end of each academic year.** Awards can be based on a combination of criteria that include but are not limited to: the ***Suggested Jury Guidelines***.

OCAD U Medals will be given as **Awards** for each Program major at the 4th Year level.

7.1   Awards Program: Policies

7.1.1   Awards are given on the basis of adjudicated studio work or through other mediums as defined by the faculty offices. (ie. course work or GPA)

7.1.2   Students must submit an application through the Awards Management System (AwardSpring) accessible through the <u>MyOCADU.ca</u> portal. See <u>Appendix A: Scholarships and Awards Programs Dates and Deadlines</u>. Deadline dates will be strictly observed.

   a)   Students may apply for Awards listed under their Program major.

7.1.3   Students may only apply once to the Awards Program

7.2 Awards Program: Procedure

7.2.1   Students must submit an application through the Awards Management System (AwardSpring) accessible through the MyOCADU.ca portal by the published deadline. See Appendix A: Scholarships and Awards Programs Dates and Deadlines.

7.2.2   Students must then check with their Faculty office for information on specific Program major Jury Requirements for their Program major. Questions regarding the criteria and procedures used in jurying will be answered by the designated Faculty representative for each Program major.

7.2.3   Exhibits for Special Juries normally take place on campus at 100 McCaul Street. Requests to exhibit off campus, where the work warrants it, must be submitted in writing to the Financial Aid & Awards Office.

7.2.4   Jurying will take place in late April/early May. See Appendix A: Scholarships and Awards Programs Dates and Deadlines for specific dates. Students are responsible for meeting specific deadlines and following program major requirements for the jurying of work.

7.2.5   Special Jury Awards: Students will be notified by the Financial Aid & Awards office or the Faculty office of additional deadlines and/or submissions required.

7.2.6   Jurying Composition:

     a)   **Program Major Juries** will be constituted and run by each Faculty office in consultation with the Program Major Chairs, Deans and Associate Deans, and the Financial Aid & Awards Office. Where possible, each Program major shall have **one** Program Major Jury. In situations where this is impractical, a Program major may have more than one Program Major Jury, with notification to the Financial Aid & Awards Office.

         Each Program Major Jury shall be composed of at least three (3) members and not more than five (5) members, not including the designated Jury Chair. At least two members will be current faculty teaching or involved in the Program Major. External members may also be invited and may include alumni or other outside experts in the field.

         In the event of a single applicant from a program major, the Dean, in consultation with the Program Chair may suggest an alternative adjudication process.

         The Program Major Chair will suggest the composition of the Program Major Jury(ies), including the designated Jury Chair(s), in keeping with the specifications above, and also taking into consideration, equity, diversity, inclusion as well as disciplinarity and other relevant concerns such as potential conflicts of interest. Program Major Jury membership should be reconfigured every year to ensure students' work is evaluated by a different team of jurors in consecutive years.

         The Dean/Associate Dean(s) will review and approve the Program Major Jury composition, including the designated Jury Chair and the external member(s) if any, or make recommendations for changes to the Program Major Chair. Submissions for final approval of the Jury composition must be submitted to Financial Aid & Awards no later than **April 1** of each academic year.

         The Program Chair will be responsible for communicating the Program Major's jurying requirements (i.e., documentation or installation of works) and dates to their Faculty office. Information on the jury requirements and specific jury dates should be submitted to

the Financial Aid & Awards office by the end of the Fall Semester from the Faculty office.

7.2.7 The designated Jury Chair of the Program Major will ensure that jurying procedures are respected as per the statement of principles, and that jurors provide fair, objective and professional opinions in a group decision-making environment that will remain confidential.

   b) The Dean/Associate Dean (or designate) may be called to resolve any jury impasses that might occur.

   c) Juries have the right to withhold any Award if it is felt that work submitted is not deemed worthy of consideration.

   d) Juries have the right to withhold any Award if there is no student work that meets the award criteria.

   e) If a jury withholds an award, the Jury Chair will include a brief written explanation with the Program Major results.

7.2.8 Each program major jury will select one OCAD U Medal winner. Should the jury make a decision to award more than one medal in their program major area, the Faculty office will be responsible for the cost of the production of each additional medal.

7.2.9 Each program major will provide a methodology on how to jury individual students presenting group work.

7.2.10 Any exceptions to jurying procedure or the selection of awards or medals must be approved by the Vice-President, Academic and Provost of their designate.

7.2.11 Students are responsible for picking up or removing work as per their Program Major Requirements.

7.2.12 Students can check the Awards Management System (AwardSpring), accessible through the MyOCADU.ca portal, for results of the Awards Program. See Appendix A: Scholarships and Awards Programs Dates and Deadlines for specific dates.

7.2.13 Please refer to See Section 4.1 Student Responsibilities, Terms and Conditions for details regarding thank you letters, and clearance of debt required before release of scholarships and awards.

7.3 List of Awards

For a complete list of available awards, please visit the Awards Management System (AwardSpring), accessible through the MyOCADU.ca portal.

7.4 Awards Program: Suggested Jury Guidelines

Juries should be aware of the need for their processes to be clearly comprehensible/defensible in the case of an appeal. It is suggested that specific evaluation criteria used for judging work be established by each jury in the context of their deliberations. See suggested criteria for jurying. Where external jurors or donors will be present, juries should be briefed in advance by the Financial Aid & Awards office and/or the Development office. Juries should make every effort to be open to cultural, gender and other differences as they consider work.

Suggested criteria for jurying:

- **Visual Impact/Communication**
  Work shows articulate and knowledgeable use of visual language, including evidence of a high level of contextual understanding and conceptual rigor.

- **Research/Process**
  Work shows depth/breadth/quality of research and process in support of conceptualization, personal exploration and development of work

- **Imagination/Creativity**
  Work is a distinctive and self-motivated project with innovative explorations or solutions that strive to contribute to or challenge current developments or limits in the field.

- **Concept**
  Work shows clarity and strength of concept, including quality/depth/interest in intellectual and visual exploration. Conceptual thinking shows awareness of relevant contemporary and/or historical art/design, as well as relevant societal/theoretical issues and ideas.

- **Execution/presentation/craftsmanship**
  Shows innovative use or exploration of chosen media combined with technical command of chosen materials, quality of execution, and attention to detail. Achieves a high level of presentation.

8 Scholarships and Awards Programs: Appeals

The University has a responsibility to provide fair and equitable procedures for student appeals relating to scholarship and award programs. These appeal procedures are outlined in the steps below.

8.1.1   Students who are requesting an exception to the policies and procedures of scholarships, or that special circumstances are to be considered with respect to their situation, should consult with the Financial Aid & Awards office prior to the end of the academic year.

8.1.2   Students who are requesting an exception to the policies and procedures of awards, or that special circumstances are to be considered with respect to their situation, should consult with the Financial Aid & Awards office prior to the published deadlines which can be found under OCAD U's Financial Matters section of the website.

8.1.3   All special requests regarding Scholarships and Awards are initiated by the student and is to be submitted in person, in writing or via email to the Financial Aid & Awards office either by the end of business day if the applicable deadline date. The request should provide as much detail as possible about the circumstances surrounding the request and include any relevant supporting documentation.

8.1.4   All special requests regarding Scholarships and Awards received by the deadline will initially be considered by the Financial Aid & Awards office. If the special request is not approved at this stage, the student will receive a response indicating the basis of the decision within five business days of the request and may then submit a formal appeal according to the procedures outlined in the following sections.

8.1.5   The Scholarships & Awards Appeals Committee is charged with considering formal appeals to approved scholarship policies, procedures and deadlines.

8.1.6   The Scholarships & Awards Appeals Committee shall be appointed by the Chair of the Scholarships & Awards Committee and will consist of:

- One faculty member, who shall act as Chair (non-voting, except in the event of a tie),

- One faculty member,

- One student member and the

- Financial Aid & Awards Advisor (Secretary, non-voting).

8.1.7   **Appeals will not be considered for the following:**

- Composition of duly constituted juries as described in the Awards Program Policies & Procedures

- Previous decisions of the Scholarships & Awards Appeals Committee

- Deadlines dates.

8.1.8   **Categories for Submission Scholarships and Awards Appeals:**

a) Concerning eligibility for applying to the Awards Program: See OCAD U website.

b) Concerning eligibility for receiving: See OCAD U website (or within 14 days of receiving notification of the applicant's final standing for that given academic year).

c) Concerning the Awards Program jury process: See OCAD U website.

8.1.9   All documents relevant to an appeal, including all supporting statements must be delivered to the Financial Aid & Awards office no less than 24 hours prior to the meeting of the Scholarship & Awards Appeals Committee, which will meet at a designated time to consider the Appeal, not later than 30 days after submission of the Appeal to the Financial Aid & Awards office.

8.1.10   Scholarships & Awards Appeals MUST be signed by the student's Faculty Dean. Appeals will not be considered without the Dean's signature.

8.1.11   Students will be notified of Appeals Meeting Date/Time within 5 business days of submitting their Appeal. The student may appear before the Committee to give an explanation or further information concerning their appeal. In extraordinary circumstances, students may request a rescheduled date for the meeting.

8.1.12   Decisions of the Scholarships & Awards Appeals Committee are final and will be forwarded to the student in writing by the Chair, Scholarships & Awards Appeals Committee (or delegate).

8.1.13   The decision of the Committee will not be considered as precedent for subsequent appeals.

8.1.14   Where the appeal has been denied by the Scholarship & Awards Appeals Committee, and only if there was procedural irregularity in the procedures, the student may appeal to the Student Appeals Committee of Academic Council.

9 Establishing and Amendments of Scholarships & Awards

9.1.1 Terms of scholarships and awards are established between the Development & Alumni Relations Office, Financial Aid & Awards and the donor. Only scholarships and awards funded by the establishment of an endowed or annual trust will be considered formal scholarships and awards.

9.1.2 The Financial Aid & Awards office ensures all necessary approvals are in place prior to publicizing the fund terms, making application forms available, receiving applications, selecting recipients and/or disbursing funds.

9.1.3 The terms of established funds supporting scholarships and awards represent a formal agreement between OCAD University and the donor.

9.1.4 Amendments or alterations to term agreements of funds may only be altered in accordance with their original purpose and generally may only be altered if the original purpose is impossible or impracticable to administer. Amendments to terms may, however, become necessary due to changes such as cancellation of courses or program majors which have been named in terms, or when there no longer eligible students. The Development & Alumni Relations Office may propose to amend the terms to carry out the nearest possible original intent of the donor in consultation with the Financial Aid & Awards Office.

Appendix A: Scholarships and Awards Programs Dates and Deadlines

March 16, 2020	Deadline to apply for Fourth-Year Awards & Medals
March 20, 2020	Deadline to appeal eligibility to apply
April 27, 2020	Fourth Year Awards & Medals Jury Date *(subject to change)*
May 1, 2020	Deadline to appeal jury process
May 11, 2020	Fourth Year Awards & Medals Results published
TBA	Scholarship Results published
TBA	Deadline to appeal eligibility to receive Scholarships