

	Approved by: Academic Coordinating Committee
	Authorizer: Vice President Student Affairs
	Effective Date: April 1 2012
Procedure Title: James W. Church Award	

Process Statement:

This prestigious award was established in 1977 by the Board of Governors in honour of the late James W. Church who was the founding President of Conestoga College.

The James W. Church Award recognizes a student who excels in the three areas deemed by Dr. Church to be important for a person to become all that he or she is capable of being.

Scope:

The award is open to full-time students who are in their graduating year of an Ontario College, Diploma, Ontario College Advanced Diploma, Degree, or Ontario College Graduate Certificate Program who have obtained a program GPA of 3.75.

The award in the amount of \$1000 and a framed Conestoga Coat of Arms is presented annually at convocation.

Definitions:

Student Status

- Full-time Cohort Student
 - Admitted to and enrolled in a minimum of 70 percent of the hours, or 66 2/3 per cent of the courses in the current session/level of the program of study.

Convocation

- A formal ceremony for the conferment of academic credentials and awards.

Responsibilities:

Manager, Financial Aid/Student Awards

- Ensures procedure/process is adhered to and completed in accordance with the stated guidelines.

Student Awards Officer

- Coordinates the judging process.
- Communicates name of winner to the Manager, Corporate Communications and the Associate Registrar.

- Ensures the winner's name is noted in the convocation guide and award is produced.

Student

- Submit completed application and required supporting documentation by the deadline date.

Process:

- Student Awards Officer releases the criteria and notification of award.
- Student submits application and supporting documentation to Reception - Financial Aid and Student Awards Office by the deadline date
 - Supporting documentation includes:
 - Resume
 - Student Achievement Summary
 - Letters of support
 - Incomplete applications will not be considered.
- Submissions are reviewed by the committee and a winner is chosen.
- The winner will be recognized at the convocation ceremony and presented with an award of \$1000 and a framed Conestoga Coat of Arms.

References:

Honours Policy

Academic Recognition Policy

Academic Credential Procedure

Grading Procedure

Revision Log:

Revision Date	Summary of Changes
March 16 2012	Policy and Procedure Committee
March 30 2012	Academic Coordinating Committee