

ACADEMIC COUNCIL REPORT

ACTION REQUESTED:

Recommendation
Decision
Discussion/Direction
Information

DATE: 23 March 2021

PRESENTED BY: Undergraduate Studies Committee

SUBJECT: Undergraduate Scholarship Policy

COMMITTEE MANDATE:

- Under the Policy Framework, Policy Owners must consult with deliberative bodies before presenting draft policy instruments to the approval authority for approval
- Undergraduate Studies Committee (USC) has a mandate of maintaining the academic standards set by Academic Council and to serve as deliberative bodies for academic policy instruments
- The USC recommending the draft for approval by Academic Council

MOTION:

That, pursuant to the recommendation of the Undergraduate Studies Committee, Academic Council hereby approve the Undergraduate Scholarship Policy, as presented.

BACKGROUND/CONTEXT & RATIONALE:

The undergraduate scholarship policy was composed before the University opened in 2003, and posted in the Academic Calendar. When the Calendar moved to the current on-line version (2017-2018) the scholarship policy was removed. Since then, there are pieces of the policy housed in the recruitment Viewbook, and the awards section of the website, but the policy has no formal home. There is a need to have written policy in place to support scholarship administration, and to provide a clear reference for students. The creation of this policy document does not involve the establishment of any new processes. Some of the language may differ from the original contained in the Calendar, but the intent is the same.

CONSULTATION:

The policy was posted on the policy consultation notice board in December for review.

Deliberative Body: USC February 2021 for recommendation

Approval Authority: Academic Council March 2021

Benchmarking is done on a regular basis and the policy is reviewed yearly.

NEXT STEPS:

Pending the approval of Academic Council, this policy will be added to the Policy Library.

SUPPORTING REFERENCE MATERIALS:

- Draft Undergraduate Scholarship Policy



Classification Number	<i>To be assigned by Policy Office</i>
Framework Category	<i>To be assigned by Policy Office</i>
Approving Authority	<i>To be assigned by Policy Office</i>
Policy Owner	
Approval Date	
Review Date	
Supersedes	

UNDERGRADUATE SCHOLARSHIP POLICY

PURPOSE

1. Ontario Tech University takes great pride in recognizing the academic achievements of students. Through allocated operating funds and the generous support of businesses, service organizations and individuals, the University is able to offer a number of Scholarships and awards to assist undergraduate students with meeting the costs of their University education.

The purpose of this Policy is to set out direction to ensure that Scholarships are managed and allocated in an accountable manner, while providing recruitment and retention tools for the University.

DEFINITIONS

2. For the purposes of this Policy the following definitions apply:

“**CGPA**” means Cumulative Grade Point Average.

“**Entrance Scholarship**” means a Scholarship awarded to students entering full time studies for the first time.

“**In-course Scholarship**” means a Scholarship awarded to students continuing in full time studies.

“**Scholarship**” means a monetary award given to a student based on academic excellence. Other criteria may also apply.

SCOPE AND AUTHORITY

3. This Policy applies to all undergraduate Entrance and In-Course Scholarships offered by Ontario Tech.
4. The Registrar, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of this Policy.

POLICY

5. The subsections that follow detail the Entrance Scholarships and awards for the University:

5.1. General criteria for all Scholarships include:

- a)** The University reserves the right to determine acceptable academic credentials, grades and prerequisite courses to be used for Scholarships.
- b)** Values are subject to change without notice.
- c)** Entrance Scholarships are available to students attending the University from secondary school within 18 months of graduation.
- d)** Recipients of Entrance Scholarships must not have previously attended a post-secondary institution.
- e)** Summer school courses taken immediately prior to the start of the September term and any upgrading marks will not be included in grade calculations for awards.
- f)** Students may not hold more than one Entrance Scholarship simultaneously.
- g)** Students must be enrolled in a minimum 80 per cent course load per term.
- h)** If you are a student with a disability and your disability impacts your ability to take a full course load, the Awards office will review your application if you meet all other criteria for the Scholarship.

5.2. Major Entrance Scholarships include one Chancellor's Scholarship, two President's Scholarships and two Founder's Scholarships. These Scholarships are awarded based on overall superior academic achievement, demonstrated leadership qualities and notable contributions in extracurricular and/or community activities. These awards are renewable for four years, as long as renewal criteria are met.

5.2.1. Eligibility for consideration for these Scholarships includes:

- a)** Minimum secondary school average of 85 per cent in grade 12 in the best six U or M level courses;
- b)** Canadian Citizen or Permanent Resident; and
- c)** Submission of a complete application, including two references, by the posted deadline.

5.3. The Global Leadership Award for International Students is awarded based on overall superior academic achievement, demonstrated leadership qualities and notable contributions in extracurricular and/or community activities. This award is renewable for four years, as long as renewal criteria are met.

5.3.1. Eligibility for consideration for this Scholarship includes:

- a)** International student studying at a Secondary school outside of Canada;
- b)** Minimum average of 85 per cent (or equivalent) in last year of secondary school; and
- c)** Submission of complete application, including two references, by the posted deadline.

- 5.4.** Renewal criteria for the major Entrance Scholarships are:
- a)** Students must complete a minimum of 80 per cent of a full-time course load each term;
 - b)** Students must maintain a minimum CGPA of 3.7; and
 - c)** Students must be registered in a minimum of 80 per cent of a full-time course load to receive the award. If a student participates in coop terms or internships, they must apply to the Awards office in writing to defer their Scholarship.
- 5.5.** Awards of Recognition Scholarships (no application required) award academic achievement through automatic tuition payments issued upon admission to full-time students directly from a Canadian secondary school who have met minimum entrance grade averages. Amounts and cut off averages vary from year to year.
- 5.5.1.** Eligibility for consideration for these Scholarships include:
- a)** Secondary school average based on the best 4U/4M courses (or provincial equivalent); and
 - b)** Applicants to the University from Canadian secondary school within 18 months of graduation.
- 5.6.** In-course Scholarships recognize academic achievement in full-time study for returning students each year. These scholarships are awarded through automatic tuition payments issued to qualifying students.
- 5.6.1.** Eligibility for consideration for these Scholarships includes:
- a)** The average of grades in the fall and winter terms of the academic year is 3.7 or higher;
 - b)** Completion of a minimum of 80 per cent of a course load in both terms;
 - c)** Registration in a minimum of 80 per cent of a course load in the fall term of the next academic year; and
 - d)** Scholarship is available for grades achieved in year one, two and three of the Student's first undergraduate degree.

MONITORING AND REVIEW

- 6.** This Policy will be reviewed as necessary and at least every three years. The Undergraduate Studies Committee is responsible to monitor and review this Policy.

RELEVANT LEGISLATION

- 7.** This section intentionally left blank.

RELATED POLICIES, PROCEDURES & DOCUMENTS

- 8.** TBD