



# **Undergraduate Scholarships & Awards Policies & Procedures**

### ***Purpose***

OCAD U's Undergraduate Scholarships and Awards Programs recognize excellence. Each Program and Year Level gives a variety of Scholarships or Awards based on grades and/or studio/course work. Scholarships and Awards are differentiated from Bursaries, which are distributed on the basis of financial need.

### ***Definitions***

**Scholarships** recognize overall academic achievement (combined studio/Liberal Arts & Sciences), **on the basis of grades only** and encourage further studies. They are given at the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> year levels in Faculty of Design, Faculty of Art, and Faculty of Liberal Arts & Sciences and the School of Interdisciplinary Studies. Scholarships are given as tuition credits prior to the start of the next academic year.

**Awards** recognize achievement in each Program at the 4<sup>th</sup> Year Level **on the basis of studio work** as well as specific Liberal Arts & Sciences achievement, **on the basis of coursework** completed. Awards are given as cash awards, unless otherwise stated. **OCAD U Medals** are given for each Program at the 4<sup>th</sup> Year level as part of the Awards Program, and will be presented at the Convocation Ceremony.

## ***Scholarships and Awards Programs: General Information***

### ***1.1 Student Responsibilities, Terms and Conditions***

- 1.1.1 Students are responsible for complying with the Scholarships and Awards Programs Policies & Procedures, and the procedures outlined by each program, including meeting all dates and deadlines outlined therein.
- 1.1.2 Students are responsible for checking the [MyOCADU.ca](http://MyOCADU.ca) portal 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.
- 1.1.3 Students are required to submit a thank you letter for the donor of their scholarship or award to the Development Office before funds will be released.
- 1.1.4 All outstanding debts to the University (e.g. tuition fees, emergency loans, library fines, shop fees) must be cleared before funds are released.
- 1.1.5 Students in 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> Year selected to receive a Scholarship, must, as of May 31, 2018, have satisfactory academic standing.
- 1.1.6 Students in 4<sup>th</sup> Year selected to receive an Award and/or Scholarship must, as of May 31, 2019, have satisfactory academic standing.
- 1.1.7 Students in 4<sup>th</sup> year selected to receive the Sir Edmund Walker Award must be graduating June 12, 2019.

## **1.2 Scholarships and Awards Programs: General Policies**

- 1.2.1 All full and part-time 4<sup>th</sup> year students (see Section 1.2.3) are eligible to apply to the **Awards Program** with the exception of OCAD U alumni returning to complete degree requirements or Post-Graduate Certificates.
- 1.2.2 All full and part-time 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> 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.
- 1.2.3 Students will be considered for Scholarships and Awards at the year levels outlined in the [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
- 1.2.4 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> year students will be considered for Scholarships once at each year level.
- 1.2.5 4<sup>th</sup> year students may apply only once to the Awards Program.

## 2 Scholarships Program

**Scholarships** recognize overall academic achievement (combined studio/Liberal Arts & Sciences), **on the basis of grades only** and encourage further studies. They are given for each program at the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> year level in Faculty of Design, Faculty of Art, and Faculty of Liberal Arts & Sciences and School of Interdisciplinary Studies.

### 2.1 Scholarships Program: Policies

- 2.1.1 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 primary program area and at one year level as determined in Section 1.2.3.
- 2.1.2 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 and year level).
- 2.1.3 Scholarship decisions are made at the end of the Winter Semester on the basis of combined Fall/Winter Sessional Grade Point Average.
- 2.1.4 Students will be considered once at each year level.

### 2.2 Scholarships Program: Procedures

- 2.2.1 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](#).
- 2.2.2 Students who have been selected to receive scholarships will be notified through their OCAD U Student Email account.
- 2.2.3 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.
- 2.2.4 See Section [1.1 Student Responsibilities, Terms and Conditions](#) for details regarding thank you letter and clearance of debt required before release of funds.
- 2.2.5 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.

### 2.3 *List of Scholarships*

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

## 3 Awards Program

**Awards** recognize achievement in each Program at the 4<sup>th</sup> Year Level **on the basis of studio work** as well as for specific Liberal Arts & Sciences achievement, **on the basis of coursework** completed.

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

### 3.1 *Awards Program: Policies*

- 3.1.1 Awards are given on the basis of adjudicated studio work.
- 3.1.2 Students must submit an application through the Awards Management System (AwardSpring) accessible through the [MyOCADU.ca](http://MyOCADU.ca) portal. See Appendix A: Scholarships and Awards Programs Dates and Deadlines. Deadline dates will be strictly observed.
- 3.1.3 Students may apply for Awards listed under:
  - a) their Program of registration (Faculty of Art Non-Majors must declare a program from within their Faculty);
  - b) an optional Secondary Program of study (subject to the approval of the Faculty office). Students must contact the Financial Aid & Awards Office before the application deadline to request this option;
  - c) Special Juries (provided they meet the requirements as specified).
- 3.1.4 Students applying to a Secondary Program must have completed at least one course offered by that second Program within the current academic year. Requests for secondary areas are subject to the approval of the Faculty office.
- 3.1.5 Students may only apply once to the Awards Program

### 3.2 Awards Program: Procedure

- 3.2.1 Students must submit an application through the Awards Management System (AwardSpring) accessible through the [MyOCADU.ca](http://MyOCADU.ca) portal by the published deadline. See Appendix A: Scholarships and Awards Programs Dates and Deadlines.
- 3.2.2 Students must then check with their Faculty office for information on specific Program Jury Requirements for their Program. In some cases, space is assigned to each applicant. Questions regarding the criteria and procedures used in jurying will be answered by the designated Faculty representative for each Program. **Note:** Where programs require students to display work, students are responsible for following program requirements regarding the securing of space and equipment. If the program does not specify A/V equipment bookings as part of the program procedures, students are responsible for making their own arrangements for the booking of A/V equipment as needed.
- 3.2.3 Exhibits for Special Juries normally take place on campus at 100 McCaul Street, 113 McCaul Street, 285 Dundas Street and 205 Richmond Street. Requests to exhibit off campus, where the work warrants it, must be submitted in writing to the Financial Aid & Awards Office.
- 3.2.4 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 requirements for the jurying of work. See Section 3.3.2
- 3.2.5 Special Jury Awards: Students will be notified by the Financial Aid & Awards office or the Faculty office of additional deadlines and/or submissions required.
- 3.2.6 Jurying Composition:
- a) **Program Juries** will be constituted and run by each Faculty office in consultation with the Program Chairs, Deans and Associate Deans, and the Financial Aid & Awards Office. Where possible, each Program shall have **one** Program Jury. In situations where this is impractical, a Program may have more than one Program Jury, with notification to the Financial Aid & Awards Office.

Each Program Jury shall be composed of at least three (3) members and not more than seven (7) members, including the designated Jury Chair. At least two members will be current faculty teaching or involved in the Program. External members may also be invited, and may include alumni or other outside experts in the field.

The Program Chair will suggest the composition of the Program Jury(ies), including the designated Jury Chair(s), in keeping with the specifications above, and also taking into consideration gender, disciplinarity, aesthetic approach, cultural diversity and other relevant concerns-- as well as potential conflicts of interest. Program 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 Jury composition, including the designated Jury Chair and the external member(s) if any, or make recommendations for changes to the Program Chair. The Faculty office will forward the approved list of jurors to the Financial Aid & Awards office.

The Program Chair will be responsible for communicating the Program'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.

- b) **Special Juries** will be constituted according to the award/donor conditions prepared by the Financial Aid & Awards office in consultation with the Faculty offices - and with final approval by the Financial Aid & Awards Office. The Dean/Associate Dean (or designate) will put forward recommendations to the Financial Aid & Awards office with respect to internal and external jury members. Upon approval, the Faculty office will solicit and secure the participation of these jurors. Information on membership of Special Juries will be posted on the OCAD U website.
  - c) Jury composition/membership is subject to the approval of the Financial Aid & Awards Office.
  - d) The designated Jury Chair of the Program or Special Jury will ensure that jurying procedures are respected, and that jurors provide fair, objective and professional opinions in a group decision-making environment that will remain confidential.
  - e) The Dean/Associate Dean (or designate) may be called to resolve any jury impasses that might occur.
  - f) Juries have the right to withhold any Award if it is felt that work submitted is not of sufficient merit.
  - g) If a jury withholds an award, the Jury Chair will include a brief written explanation with the Program results.
- 3.2.7 Students are responsible for picking up or removing work as per their Program Requirements.
- 3.2.8 Students can check the Awards Management System (AwardSpring), accessible through the [MyOCADU.ca](http://MyOCADU.ca) portal, for results of the Awards Program. See Appendix A: Scholarships and Awards Programs Dates and Deadlines for specific dates.
- 3.2.9 Please refer to See Section 1.1 Student Responsibilities, Terms and Conditions for details regarding thank you letters and clearance of debt required before release of scholarships and awards.



### **3.3 List of Awards**

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

### **3.4 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.

#### **4 Scholarships and Awards Programs: Petitions**

- 4.1.1 Students who are requesting an exception to the policies and procedures, or that special circumstances are considered with respect to their situation, should consult with the Financial Aid & Awards office prior to the published deadline. See Appendix A: Scholarships and Awards Programs Dates and Deadlines
- 4.1.2 All special requests regarding Scholarships and Awards are initiated by the student and submitted in writing to the Financial Aid & Awards office. The request should provide as much detail as possible about the circumstances surrounding the request, and include any relevant supporting documentation.
- 4.1.3 All special requests regarding Scholarships and Awards received in the Financial Aid & Awards 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, and may then submit a formal petition according to the procedures outlined in Sections 4.1.4 through 4.1.13.
- 4.1.4 The Scholarships & Awards Petitions Committee is charged with considering formal petitions to approved scholarship policies, procedures and deadlines.
- 4.1.5 The Scholarships & Awards Petitions Committee consists 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).
- 4.1.6 **Petitions 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 Petitions Committee
  - Deadlines.
- 4.1.7 **Categories and Deadlines for Submission Scholarships and Awards Petitions:**
- a) Concerning eligibility for applying to the Awards Program: See Appendix A: Scholarships and Awards Programs Dates and Deadlines
  - b) Concerning eligibility for receiving: See Appendix A: Scholarships and Awards Programs Dates and Deadlines (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 Appendix A: Scholarships and Awards Programs Dates and Deadlines.

- 4.1.8 All documents relevant to a petition, 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 Petitions Committee, which will meet at a designated time to consider the Petition, not later than 30 days after submission of the Petition to the Financial Aid & Awards office.
- 4.1.9 Scholarships & Awards Petitions MUST be signed by the student's Faculty Dean. Petitions will not be considered without the Dean's signature.
- 4.1.10 Students will be notified of Petition Meeting Date/Time within 5 business days of submitting their Petition. The student may appear before the Committee to give an explanation or further information concerning their petition. In extraordinary circumstances, students may request a rescheduled date for the meeting.
- 4.1.11 Decisions of the Scholarships & Awards Petitions Committee are final and will be forwarded to the student in writing by the Chair, Scholarships & Awards Petitions Committee (or delegate).
- 4.1.12 The decision of the Committee will not be considered as precedent for subsequent petitions.
- 4.1.13 Where the petition has been denied by the Scholarship & Awards Petitions Committee, and only if there was procedural irregularity in the procedures, the student may appeal to the Student Appeals Committee of Academic Council.

## **Appendix A: Scholarships and Awards Programs Dates and Deadlines**

March 22, 2019	Deadline to apply for Fourth-Year Awards & Medals
March 28, 2019	Deadline to petition eligibility to apply
April 29, 2019	Fourth Year Awards & Medals Jury Date ( <i>subject to change</i> )
May 3, 2019	Deadline to petition jury process
May 10, 2019	Fourth Year Awards & Medals Results published
TBA	Scholarship Results published
TBA	Deadline to petition eligibility to receive Scholarships