

## **JAMES CHURCH PROCEDURE**

Authorizer: Vice President Academic / Student Affairs and Human Resources

Version: V2

Effective Date: 4/1/2012

### **PROCEDURE 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.

### **RESPONSIBILITIES:**

#### **Associate Registrar, Student Financial Services**

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

#### **Student Awards Officer**

- Coordinates the selection committee.
- Communicates name of winner to the Director, 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.

**PROCEDURE ELABORATION:**

1. Student Awards Officer releases the criteria and notification of award.
2. Student submits application and supporting documentation to the Student Financial Services Office by the deadline date.
  - a. Supporting documentation includes:
    - i. Resume
    - ii. Student Achievement Summary
    - iii. Letters of support
  - b. Incomplete applications will not be considered.
3. The committee reviews the submissions and selects a winner.
4. The winner (student) will be recognized at the convocation ceremony as noted below:
  - a. Presented with an award of \$1,000 and a framed Conestoga Coat of Arms.

**REFERENCES:**

Academic Credential Procedure  
Convocation Procedure  
Grading Procedure

**REVISION LOG:**

03/16/2012	Policy and Procedure Committee
03/30/2012	Academic Coordinating Committee
11/15/2019	Academic Forum