CO-CURRICULAR RECOGNITION PROCEDURE

Approved by: Academic Coordinating Committee

Authorizer: Vice President Student Affairs

Reference Code: SA20 V1

Effective Date: 9/1/2014

PROCEDURE STATEMENT:

Conestoga College's Co-Curricular Record is a document complementary to a student's academic transcript which recognizes and records learning that a student has achieved through approved Co-Curricular programming experiences at Conestoga College. Co-Curricular programming experiences are approved based on meeting previously established inclusion criteria.

Students who participate in an approved Co-Curricular experience and who summarize their learning (through the submission of reflection statement) will be able to record their participation on an official Conestoga College Co-Curricular Record.

SCOPE:

This procedure provides institutional standards for the inclusion of student Co-Curricular opportunities that are eligible for Conestoga's official Co-Curricular Record. The procedure also identifies processes and organizational structures that govern the administration and execution of the Co-Curricular Record.

ELIGIBLE STUDENTS:

This procedure applies to students in all programs and courses who participate in an approved Co-Curricular experience.

DEFINITIONS:

Approved Co-Curricular Experience

Any programming experience that is not a requirement, component, or 'expectation' of the classroom experience or program design and meets the criteria that has been established for inclusion in Conestoga's CCR.

Official Co-Curricular Record
An official document that profiles a student's involvement in approved Co-Curricular experiences. The official Co-Curricular record details a student's Co-Curricular experiences. It bears the official Co-Curricular seal and signature of the President of Conestoga College, and is created and distributed through the Student Life Department. Official Records will only be produced for enrolled students once per year.

Co-Curricular Learning Outcomes
Statements that describe learning for which a recognized Co-Curricular initiative is designed (i.e. an initiative is intentionally designed and delivered to meet identified learning outcomes).

Unofficial Co-Curricular Record
An unofficial document that profiles a student's involvement in approved Co-Curricular experiences. This record does not include the Co-Curricular seal or the President's signature. Students are able to print unofficial records through the CCR software at any time. This record may include the heading "Organizations of Interest".

Validation
A process that formally recognizes that a student has completed the participation requirement for inclusion in the CCR.

Validator
An individual identified by the institution as having responsibility for confirming student participation/completion of a recognized Co-Curricular Activity. The validator is usually the supervisor of an activity and must be an employee of Conestoga College, Conestoga Students Incorporated or Campus Living.

RESPONSIBILITIES:

Co-Curricular Advisory Committee
- Establishes/revises activity inclusion criteria and learning outcomes
- Provides direction and feedback with respect to CCR processes (e.g. validator eligibility, inclusion request)
- When required, determines which specific experiences may be included on CCR

Co-Curricular Record Administration Team
- Situated within Student Life Department
- Develops, coordinates and executes CCR processes
- Responds to employee requests in order to include an experience on the CCR and grants approval for experiences that meet established criteria
- Trains validators and students
- Responds to student inquiries and requests for official CCR documents
- Ensures accuracy of student records

Student
- Attends experience and completes reflection activity
- Notifies the Co-Curricular Record Administration Team by submitting appropriate form(s) when requesting official CCR documents

Validator
- Develops experience and requests to include experience on CCR
- Verifies student attendance and completion of reflection activity

PROCEDURE:

1. **Experience Inclusion**

   a. Employees (also known as validators) looking to include an experience on the Co-Curricular Record will be required to submit an Inclusion Request Form to the Co-Curricular Record Administration Team

   b. The Co-Curricular Record Administration Team will either approve or deny request

      i. Only those experiences which meet all inclusion criteria will be approved

      ii. In instances where guidance surrounding approvals/denials is required, the Co-Curricular Advisory Committee will be asked to provide input

   c. Employees will be required to resubmit experience inclusion requests on a semesterly basis

2. **Including an Experience on Co-Curricular Record**

   a. Students must complete all requirements of an experience (e.g. minimum number of hours or participations, etc.) and a reflection activity in order to receive Co-Curricular recognition

   b. Validators will track student attendance and review reflection forms for each experience being offered

      i. Using the CCR software system, validators will submit list of students who both attended and reflected upon experience by semester deadline (as identified by Co-Curricular Record Administration Team)

   c. Co-Curricular Record Administration Team will verify student attendance and completion of reflection activity and then add specific experiences to the student's official Co-Curricular Record

3. **Awarding of Co-Curricular Record**

a. Any student requesting an official Co-Curricular record will be required to contact the Co-Curricular Record Administration Team and request a Co-Curricular Record

b. Registered students may request one official Co-Curricular Record once per year at no cost

c. The Co-Curricular Record Administration Team will produce the official Co-Curricular Record and will provide it to the student

    i. Co-Curricular Records can either be picked up in the Student Life office or will be sent through the mail

4. Replacement Document

a. A fee will be charged should a graduate/student request a replacement Co-Curricular Record.

REFERENCES:
Co-Curricular Recognition Policy
Co-Curricular Record Learning Outcomes
Co-Curricular Record Inclusion Criteria
Co-Curricular Glossary

REVISION LOG:

November 10 2014	Policy and Procedure Committee – Approved
November 19 2014	Academic Coordinating Committee - Approved