BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

Student Financial Awards Selection Process	Procedure No.:	4600-PR1
	Policy Reference:	4600
	Category:	Student Services
	Executive Sponsor:	Vice President, Students
	Department Responsible:	Student Financial Aid and Awards
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Objectives

This procedure applies directly to Policy 4600, Student Awards. It describes the process for selecting recipients and disbursing funds for bursaries, scholarships, and awards.

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Who This Procedure Applies To

This procedure applies to BCIT employees who are responsible for selecting recipients and disbursing funds for scholarships, bursaries, and awards, as well as those employees who are negotiating with prospective donors wishing to establish a scholarship, bursary, or award.

Award Categories

BCIT Bursaries, scholarships, and awards fall into a number of categories and sub-categories, as follows:

A. Financial Need

1. Bursaries

B. Achievement

1. Upon entrance to BCIT (Entrance Awards)

    (a) President's Entrance Awards
    (b) Alumni Entrance Awards
    (c) Board of Governors' Entrance Awards
    (d) Other Entrance Awards

2. Based on First-year achievement (Scholarships)
    (a) Scholarships
    (b) First Year Achievement Awards/In-Term Achievement Awards
    (c) School Awards

3. For graduating students (Graduating Awards)
    (a) Deans' Awards
        – Up to four awards from each school, each award representing a different credential category
    (b) Graduating Awards
        i.   Graduating Awards
        ii.   Graduating Achievement Awards
        iii. School Awards
    (c) Special Graduating Awards
        i.   The BCIT President's Award
        ii.   The BCIT Board of Governors' Award for Leadership
        iii. The BCIT Lieutenant Governor's Award for Trades
        iv.   The BCIT Lieutenant Governor's Award for Technologies
        v.   The BCIT Graduating Achievement Award for Baccalaureate Degrees
        vi.   The BCIT Advanced Diploma Graduating Achievement Award

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Following are eligibility and selection criteria for each type of award.

A. Financial Need

1. Bursaries

BCIT Bursaries are a supplementary source of funding for students with demonstrated financial need.

Bursaries are disbursed at the discretion of the Student Financial Aid and Awards Office. The Office undertakes the following:
    (a) Publicizes bursary availability and application procedures
    (b) Receives and processes bursary applications from BCIT students
    (c) Recommends the amount of each Bursary in order to distribute existing bursary funds most equitably amongst the Institute population

Eligibility Criteria

To be eligible for a BCIT bursary, the applicant must meet the following conditions:

Enrolment
Student must:
- Be enrolled in a BCIT credential program that is eligible for StudentAid BC (credential programs must lead to a BCIT certificate, diploma or degree).
- Be enrolled as a full-time student at BCIT during the bursary academic period (full-time is defined as 60% or more of a full course load—see table on the following page). Students with a permanent disability, who study at a 40% course load, will be considered full-time.

Note: For the fall (October 30) deadline and the spring (June 30) deadline, only certain Technology or Trades programs and level/term or intake dates are eligible. Student Financial

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Aid and Awards (SFAA) will post a list of bursary-eligible programs by October 1 and June 1 respectively to coincide with the October 30 and June 30 deadlines.

Definition of "full-time student" for purposes of StudentAid BC and Bursary Eligibility at BCIT	
Number of actual weeks in each term	**60% course load (minimum credits required)**
12-15	12 credits
16-19	16 credits
20-25	20 credits
26-30	26 credits
31-38	31 credits
39-44	39 credits
45-52	45 credits

Citizenship/Residency
Student must be a citizen or a permanent resident of Canada.

Performance
Student must:
- Successfully complete a term/level of full-time study in their program (or four months of full-time study for those programs that are not term- or level-based) at BCIT in the last twelve months, with no Fail, Unsatisfactory, or Incomplete grades during the most recent term/four months of study
- Technology students – Have an overall GPA of at least 60% in prior full-time studies at BCIT
- Trade students – Be in good standing and be progressing satisfactorily in classes

Documentation Process
- Applicants are expected to have applied and been assessed for financial need by StudentAid BC (or the government student assistance loan program from their home province if they are not a BC resident).
- Applicants must complete a bursary application form to document financial need.
- Applicants for BCIT full-time student bursaries may apply one time only in each calendar year (January 1 to December 31).

B. Achievement

1. Upon entrance to BCIT (Entrance Awards)

Entrance Awards recognize academic and non-academic achievements of students entering an eligible full-time BCIT program of at least five months duration, including part-time and full-time Bachelor's degrees.

Entrance Awards Types
(a) President's Entrance Awards

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    (b) BCIT Alumni Entrance Awards

    (c) Board of Governors' Entrance Awards for Baccalaureate Degrees

    (d) Other Entrance Awards (program specific)

Eligibility and Selection Criteria

The selection of recipients for these awards is based on factors such as academic excellence, community/school involvement, volunteer experience, and demonstrated leadership qualities.

All Entrance Awards

Students must:

- Be registered in at least a 60% course load in first year
- Be citizens or permanent residents of Canada
- Maintain satisfactory academic standing in first year

Entrance awards are not deferrable.

(a) President's Entrance Awards

Applicants must be entering BCIT directly from a BC secondary school upon Grade 12 graduation.

- The award: One year's tuition (up to a maximum of $4,000)
- Eligible BCIT program: Any full-time program

Selection Process

Selection is based on marks and participation in school and community activities as follows:

Calculations

Grade Point Average (GPA) Calculation of Secondary School Marks

– GPA average based on five provincially examinable courses. Minimum 80% GPA.

Grade 12 Courses that meet the requirement for provincially examinable courses:

Applications of Mathematics 12	Geology 12
Biology 12	History 12
Chemistry 12	Japanese 12
Communications 12	English Literature 12
English 12	Principles of Math 12
First Nations 12	Mandarin Chinese 12
French 12	Physics 12
German 12	Punjabi 12
Geography 12	Spanish 12

Sample calculation:

English 12 – 80%

Math 12 – 85%

Biology 12 – 80%

Social Justice 12 – 80% (non-examinable academic course – minus 1%)

Math 11 – 85% (examinable Grade 11 course – minus 1%)

Calculation: 80+85+80+80+85 = 410 divided by 5 = 82

82 multiplied by 98% (deduction of 2%) = 80.36%

Students Entering Technology Programs

- English 12, plus four other Grade 12 provincially examinable courses (add GPA of 5 courses and divide by 5 = average GPA).

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- If there are not four Grade 12 provincially examinable courses, other non-examinable academic courses or relevant non-academic courses or Grade 11 provincially examinable courses are used but adjusted as follows:
  - Add GPA of all 5 courses and deduct 1% for each course that is not a Grade 12 provincially examinable course.

Students Entering Trades Programs
- English 12 (Communications 12 can be used if the student is entering a program that does not list English 12 as a prerequisite), plus four other Grade 12 provincially examinable courses or other Grade 12 courses related to the student's BCIT program of study.
- If the student hasn't completed the requisite number of Grade 12 courses, Grade 11 course marks may be substituted for as many as five courses. Deduct 1% for each Grade 11 course used.

(b) BCIT Alumni Entrance Awards

Applicants must be entering BCIT after taking one or more years after secondary school to work or attend another post-secondary institution.
- The award: One year's tuition (up to a maximum of $3,000)
- Eligible BCIT program: Any full-time program
- Selection is based on: Marks in secondary school and any post-secondary taken, plus activities in school and community

(c) Board of Governors' Entrance Awards for Baccalaureate Degrees

Applicants must be entering a full-time or part-time BCIT Bachelor's degree program.
- The award: Up to $4,500 ($2,250 per term)
- Eligible BCIT program: Any Bachelor's degree program; student must be registered in at least 12 credits per term
- Selection is based on: Marks in secondary school and any post-secondary taken, plus promise as reflected in work history

(d) Other Entrance Awards
- Applicants must be entering a full-time BCIT credential program.
- The award value and selection criteria vary.
- These awards are program-specific.

2. Based on First-Year Achievement (Scholarships)

BCIT Scholarships recognize outstanding academic achievement. Scholarships are automatically awarded to top academic students on the basis of their first year average. These awards consist of Scholarships, First Year Achievement Awards/In-Term Achievement Awards and School Awards.

Departments choose, according to defined selection criteria, the individuals to receive department-specific awards.

Scholarship Types

The Scholarships category includes:
- (a) Scholarships
- (b) First Year Achievement Awards/In-Term Achievement Awards
- (c) School Awards

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Eligibility and Selection Criteria

(a) Scholarships
- Disbursed to a student with the highest GPA in the program.
- Minimum GPA for scholarships is 75%. Because Technology and Trade programs have passing grades ranging from 50% to 80%, the following table is used in the selection of Scholarships.

Minimum Pass in Program	Minimum Average for Scholarships
50 – 59%	75%
60 – 69%	80%
70 – 79%	85%
80%	90%

Enrolment Requirements

Recipients:
- Must have carried a 100% course load in the first two academic levels of a diploma program; first two academic levels of a full-time Bachelors' degree program
- Must currently be in the appropriate level of study at time of adjudication
- Must currently be enrolled in at least a 60% course load
- Must currently be enrolled in the program/option the award is designated for at time of adjudication

Selection Process
1) Students do not apply. Selection is based on marks alone.
2) The Student Financial Aid and Awards office makes the selection based on a computer-generated rank listing of the weighted average of all courses in the first two academic levels of a diploma program; first two academic levels of a full-time Bachelor's degree program.
   If there is no eligible candidate, the scholarship is not given.

(b) First Year Achievement Awards/In-Term Achievement Awards
Selection is based on a combination of high academic standing, leadership, service and/or all-around achievement.

Enrolment Requirements
Recipients must currently be enrolled in the program/option the award is designated for at time of adjudication.

Selection criteria:
First Year Achievement Awards
- Full-Time Two-Year Diplomas: must have an overall average of at least 65% and must have carried at least a 60% course load in first year of the diploma program.

In-Term Achievement Awards
- Full-Time Bachelor's Degrees: must have an overall average of at least 65% and must have carried at least a 60% course load in first year of the degree portion of the program.

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Selection Process
Faculty selects the recipients.

(c) School Awards
Same criteria as First Year Achievement Awards/In-Term Achievement Awards with the exception that:
- Awards are specific to schools, not programs
- Deans select School Awards recipients

3. For Graduating Students

Award Types upon Graduation
- (a) Deans' Awards
- (b) Graduating Awards
- (c) Special Graduating Awards

Eligibility and Selection Criteria

(a) Deans' Awards
BCIT Deans' Awards recognize achievements of graduating students.

Structure
Each school has **up to** four awards (where applicable), one from each of the following graduating credential categories. Only credentials with a minimum of 45 credits are eligible.
- I. Diploma
- II. Certificate
- III. Advanced Diploma
- IV. Bachelor's Degrees

Awards not presented in one category are not to be reallocated into another category.

Enrolment Requirements
- Recipient must be in full-time study at BCIT within the period from the previous June 1 to May 31 of the current academic year.
- Graduates from the February Convocation are also eligible to be nominated.

Selection Criteria
The selection criterion is "all-around outstanding achievement." It is up to each dean to determine the meaning of the term "all-around outstanding achievement" in their school.

Rather than choosing the student based only on the highest marks, the dean may also consider outstanding achievement in other areas such as attitude, motivation, commitment to a chosen career, leadership, effective team behaviour, participation in BCIT, and community activities.

Selection process
1) Program heads/chief instructors forward nominations of outstanding students to their dean, explaining how the student meets the criterion "all-around outstanding achievement." To be nominated, a student must have completed the requirements for graduation from BCIT between the previous June 1 and May 31 of the current academic year. The dean makes the final decision.

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2) The dean's office forwards the names of the Dean's Award recipients via e-mail to Special Events. The e-mail should specify the following for each winner:
   - Student's name
   - Student's BCIT ID number
   - Program student is graduating from
   - Date when the student completed the graduation requirements
   - Category of the award
     i. Diploma
     ii. Certificate
     iii. Advanced Diploma
     iv. Bachelor's Degree

Presentation of Deans' Awards
- The awards are presented during the June Graduating Awards Ceremonies.

(b) Graduating Awards
Graduating Awards are presented to graduating students in each Technology, Trades or Bachelor's Degree program that is part of Convocation.

Award Types
   i. Graduating Awards
   ii. Graduating Achievement Awards
   iii. School Awards

i. Graduating Awards (Academic Awards)
Presented to graduates of an eligible full-time BCIT credential program including full-time Bachelor's degree program.

Enrolment Requirements
Recipients must have carried a 100% course load in the last two academic levels of a diploma program; last two academic levels of a full time Bachelor's degree program.

Selection Criteria
- Awarded to a student graduating with the highest GPA in the program.
- Student must have met all requirements for graduation.
- Minimum GPA for academic awards is 75%. Because Technology and Trade programs have passing grades ranging from 50% to 80%, the following table is used in the selection of academic awards.

Minimum Pass in Program	Minimum Average for Academic Grad Awards
50 – 59%	75%
60 – 69%	80%
70 – 79%	85%
80%	90%

Process
- Selection is based on marks alone.
- Students do not apply.
- The Student Financial Aid and Awards office makes the selection based on a

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computer-generated rank listing of the weighted average of all courses in the last two academic levels (for diplomas); the last two academic levels (full time Bachelor's degree programs).
- If there is no eligible candidate, the award is not given.

ii. Graduating Achievement Awards
Presented to graduates of an eligible full-time BCIT credential program or part-time/full-time Bachelor's degree program.

Selection Criteria
- Selection is based on a combination of high academic standing, leadership, service, and/or all-around achievement.
- Diploma recipients: Must have an overall average of at least 65% and must have carried at least a 60% course load in the levels the award is based on and must be graduating from the program/option the award is designated for.
- Bachelor's degree recipients: Awards based on achievement in levels 4 through 8 (program dependant) with a grade point average of at least 65%; must have carried at least a 60% course load both in the appropriate levels and must be graduating from the program/option the award is designated for.
- Student must have met all requirements for graduation.

Process
- Students do not apply.
- Faculty makes the selection.

iii. School Awards
Same criteria as the Graduation Achievement Awards with the exception that:
- Awards are specific to schools, not programs.
- The dean makes the selection.

(c) Special Graduating Awards
BCIT Special Graduating Awards are presented to outstanding graduating students. These awards consist of the following:
  i. The BCIT President's Award
 ii. The BCIT Board of Governors' Award for Leadership
iii. The BCIT Lieutenant Governor's Award for Trades
 iv. The BCIT Lieutenant Governor's Award for Technologies
  v. The BCIT Graduating Achievement Award for Baccalaureate Degrees
 vi. The BCIT Advanced Diploma Graduating Achievement Award

Requirements

i. The BCIT President's Award

Enrolment Requirement
Recipient must be in full-time study at BCIT within the period from the previous June 1 to May 31 of the current academic year.

Selection Criteria
Student must have:

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- Completed the requirements for graduation between the previous June 1 and May 31 of the current academic year
- Achieved a first class average
- Demonstrated active participation in student activities that have brought recognition to the Institute
- Demonstrated strong teamwork skills

ii.   The BCIT Board of Governors' Award for Leadership

Enrolment Requirement
Recipient must be in full-time study at BCIT within the period from the previous June 1 to May 31 of the current academic year.

Selection Criteria
Student must have:
- Completed the requirements for graduation between the previous June 1 and May 31 of the current academic year
- Achieved at least a 70% GPA
- Demonstrated outstanding leadership and service to the BCIT community or the community at large

iii.   The BCIT Lieutenant Governor's Award for Trades

Enrolment Requirement
Recipient must be registered in a full-time BCIT Trades certificate or diploma program, and registered in a full-time program within the period from the previous June 1 to May 31 of the current academic year.

Selection Criteria
Student must have:
- Completed the requirements for graduation between the previous June 1 and May 31 of the current academic year
- Maintained an excellent record of accomplishment in his/her program
- Contributed in a positive way to the life of the Institute or the community at large

iv.   The BCIT Lieutenant Governor's Award for Technologies

Enrolment Requirement
Recipient must be registered in a full-time BCIT Technology certificate or diploma program, and registered in a full-time program within the period from the previous June 1 to May 31 of the current academic year.

Selection Criteria
Student must have:
- Completed the requirements for a BCIT diploma or certificate between the previous June 1 and May 31 of the current academic year
- Achieved an excellent academic record
- Contributed in a positive way to the life of the Institute or the community at large

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v. **The BCIT Graduating Achievement Award for Baccalaureate Degrees**

Enrolment Requirement
Recipient must be registered in a BCIT Bachelor's degree program within the period from the previous June 1 to May 31 of the current academic year.

Selection Criteria
Student must have:
- Completed the requirements for a BCIT Bachelor's degree between the previous June 1 and May 31 of the current academic year
- Achieved an excellent academic record
- Contributed in a positive way to the life of the Institute or the community at large

vi. **The BCIT Advanced Diploma Graduating Achievement Award**

Enrolment Requirement
Recipient must be registered in an Advanced Diploma program within the period from the previous June 1 to May 31 of the current academic year.

Selection Criteria
Student must have:
- Completed the requirements for an Advanced Diploma between the previous June 1 and May 31 of the current academic year
- Achieved an excellent academic record
- Contributed in a positive way to the life of the Institute or the community at large

Presentation of Special Graduating Awards
- June Convocation Ceremonies

Forms Associated With This Procedure

FSAA-13, Special Graduation Awards Nomination

Amendment History

1. Created   2013 Oct 17