

QUEEN'S UNIVERSITY RENEWABLE AWARDS POLICY

Approved by the Senate Committee on Scholarships and Student Aid on January 24, 2023

1. Renewal Process Overview

The renewal process is designed to encourage students to continue in their program of study while making academic progress. It is recognized some renewable awards were selected based on grades alone while other renewable awards were selected based on other criteria such as demonstrated financial need or athletic excellence. The policies described herein define what criteria students must meet in order to have their award(s) renewed. The renewal criteria will remain consistent with the criteria that were used during the initial selection process. Any questions about individual awards or situations can be directed to awards@queensu.ca.

2. Requirements for Renewal

The minimum course load is identified for the respective renewal categories. To qualify for renewal the Grade Point Average (GPA) will be determined on all courses attempted during the Fall and Winter terms even where the student is registered in a greater number of units than required for renewal consideration.

2.1 Course Load:

Courses where the grade is pass/fail will be included in the course load requirement.

2.1.1 Merit-Based Awards:

To be eligible for renewal of a merit-based (academic excellence) award a student is expected to be registered in an 80% course load (typically 24 units in Fall/Winter). To remain eligible for funding once the academic year has begun, the student must be registered as a fulltime student (60% course load – typically 18 units in Fall/Winter). It is important to note, if the student is registered in a 60% course load, they will be able to retain the funds in the current academic year, however, will not be eligible for renewal for the subsequent academic year because they were not in an 80% course load. If the course load is increased back to 80% or higher in the next academic year a student may be eligible to regain their award in a future year assuming all other conditions are met.

2.1.2 Athletic Financial Awards:

To be eligible for renewal of an Athletic Financial Award (AFA) the student must satisfy the course load expectations of the USPORTS and the OUA

(Ontario University Athletics). Currently, this means the student must be registered full-time (60% course load – typically 9 units in the Fall and 9 units in the Winter; course load averaging is not permitted).

2.1.3 Need-Based Bursaries/Awards:

To be eligible for renewal of a need-based bursary or award a student must be registered as a full-time student (60% course load – typically 18 units in Fall/Winter). To remain eligible for funding once the academic year has begun, the student must continue to be registered as a full-time student. Promise Scholars Awards, Commitment Bursaries and Access Awards are included in this category.

2.1.4 Hybrid Awards:

Hybrid awards are awards where the original selection of the awards was based on a combination of academic excellence and demonstrated financial need. To be eligible for renewal of a hybrid award, unless otherwise stated, a student is expected to be registered in an 80% course load (typically 24 units in Fall/Winter). To remain eligible for funding once the academic year has begun, the student must be registered as a full-time student (60% course load – typically 18 units in Fall/Winter). It is important to note, if the student is registered in a 60% course load, they will be able to retain the funds in the current academic year, however, will not be eligible for renewal for the subsequent academic year because they were not in an 80% course load. If the course load is increased back to 80% or higher in the next academic year a student may be eligible to regain their award in a future year assuming all other conditions are met.

2.1.5 Other Awards:

To be eligible for renewal of awards not included in the above categories a student must satisfy the renewal criteria defined at the time of offer. Unless otherwise stated, a student must be registered as a full-time student (60% course load – typically 18 units in Fall/Winter). To remain eligible for funding once the academic year has begun, the student must continue to be registered as a full-time student.

2.2 Minimum Grade Point Average (GPA):

To qualify for renewal the GPA will be determined on all courses attempted during the Fall and Winter terms even where the student is registered in a greater number of units than required for renewal consideration. For example: to be considered

for renewal for students entering third year, the GPA for all courses attempted in the Fall and Winter terms of second year will be considered.

Courses graded pass/fail do not impact the GPA calculation for renewal.

2.2.1 Academic Excellence:

Unless otherwise stated, students in receipt of scholarships/awards granted on the basis of academic excellence are expected to achieve a minimum GPA of 3.5.

2.2.2 Academic Achievement:

Students in receipt of awards where the renewal is on the basis of academic achievement are expected to achieve a minimum GPA of 2.7.

Students in receipt of an Athletic Financial Award must achieve the GPA requirement as determined by the USPORTS and/or Ontario University Athletics. Currently the average is a minimum GPA of 2.7.

2.2.3 Need-Based Bursaries/Awards:

Students in receipt of need-based bursaries or awards where the primary criterion for renewal is financial need will be required to maintain a minimum GPA of 2.0. Promise Scholars Awards, Commitment Bursaries and Access Awards are included in this category.

2.2.4 Hybrid Awards:

Unless otherwise stated, to be eligible for renewal of a hybrid award, students in receipt of a hybrid award are expected to achieve a minimum GPA of 2.0.

2.2.5 Other Awards:

Unless otherwise stated, to be eligible for renewal of awards that do not fit one of the categories listed above, students are expected to achieve a minimum GPA of 2.0.

2.3 Community Service:

Some awards require continued involvement in community service as a requirement for renewal. For these specific awards students will be required to annually complete the *Summary of Continued Community Service* form highlighting their involvement outside of the classroom.

2.4 Athletic Excellence: For Athletic Financial Awards athletic excellence is defined in the Athlete Student Agreement and the assessment is determined by the Head Coach. Appeals regarding the failure to satisfy the athletic excellence criterion for an AFA will be reviewed by the Executive Director of Athletics and Recreation.

3. Academic Thresholds (Queen’s University Administered Awards)

3.1 Renew: Scholar has remained in good academic standing and, if appropriate, has satisfied all other renewal criteria (community service and/or athletic excellence).

Academic Excellence*:	GPA > or = 3.5
Academic Achievement:	GPA > or = 2.7
Need-based Bursary:	GPA > or = 2.0
Athletic Financial Award:	GPA > or = 2.7
Hybrid Award*:	GPA > or = 2.0
Other Award*:	GPA > or = 2.0

**Unless otherwise stated in the awards terms of reference.*

3.2 Renew with Academic Warning: Typically, scholars who receive an academic warning are renewed, suspended, or terminated in the following year, depending on their progress.

Academic Excellence:	GPA 3.0 – 3.49
Academic Achievement:	GPA 2.3 – 2.69
Need-based Bursary:	GPA 1.7 – 1.99
Athletic Financial Award:	N/A
Hybrid Award:	GPA 1.7 – 1.99
Other Award:	GPA 1.7 – 1.99

3.3 Suspend: A student’s award will be suspended if their academic performance is minimal, or if they did not meet the expected academic threshold after having received an academic warning. A student whose award is suspended may have the award reinstated if the academic performance in a following academic year satisfies the defined criteria for renewal.

	Suspend	After one Academic Warning
Academic Excellence:	GPA < 3.0	GPA < 3.5
Academic Achievement:	GPA < 2.3	GPA < 2.7
Need-Based Bursary:	GPA < 1.7	GPA <2.0
Athletic Financial Award:	N/A	N/A
Hybrid Award:	GPA < 1.7	GPA <2.0

Other Award:

GPA < 1.7

GPA <2.0

3.4 Terminate: A student will have their award terminated if they have not been successful in meeting the minimum established thresholds before they enter their final year of study. A student who voluntarily withdraws from studies or is required to withdraw from studies will have their award terminated and removed from their SOLUS account effective the date the withdrawal occurs.

4. Other Factors Affecting Renewal

4.1 Incomplete Courses (or Grade Deferred): All courses must be completed before a decision is made with respect to the renewal of the award. Students will receive a communication detailing that the renewal decision is on hold pending the completion of all courses in the Fall and Winter.

The only exceptions to this policy are Pass/Fail courses where the student is permitted more than one year to satisfy the course requirements.

4.2 Disability:

- Students with a disability will be required to provide supporting documentation from Queen's Student Accessibility Services (QSAS) which indicates accommodation is required.
- Generally, students will be expected to register as full-time students (60% of a full-course load) to qualify for renewal. Each case will be reviewed individually.
- Students will be eligible for the stated total dollar amount of the award even if the students' duration of study is extended as a result of their health concerns (e.g., Chancellor's \$12,000 x 4 years = \$48,000). At the time of renewal it will be determined whether the student will receive the full annual amount or if the award will be pro-rated and disbursed beyond the typical 4-year duration of the award. The total dollar amount of the award will not be exceeded.

4.3 Exchange or Study Abroad: The minimum course load for renewal will remain consistent as defined in the various categories identified above in Section 2.1. To qualify for renewal while on Exchange or a Study Abroad the student must satisfactorily complete the require course load defined above for renewal.

4.3.1 Exchange: Students participating on a formal bi-lateral Queen's Exchange will be permitted to retain the award while studying at the partner institution.

For renewal of the award in the following year the student must provide their Faculty Office with official transcripts from the partner institution. To qualify for renewal the Faculty Office must confirm the student satisfactorily completed the course attempts at the equivalent course load requirements as defined in Section 2.1 above.

Where a student completed one term at Queen's and one term at a partner institution the renewal will be based on the GPA completed at Queen's (same guidelines as Renewals) provided the student satisfactorily completed the course load requirements as defined in Section 2.1 above.

4.3.2 Study Abroad or Domestic Letter of Permission: Students who wish to earn credits toward their degree program at Queen's, while participating in a study abroad experience or on a domestic letter of permission administered by another educational institution, will remain eligible for the payment of Queen's renewable awards and for consideration of renewal for a subsequent year.

Retention: A student participating in an educational opportunity on a letter of permission approved by their respective Faculty/School must provide documentation that they are registered in a minimum 60% course load.

Renewal: For renewal of the award in the following year the student must provide their Faculty Office with official transcripts from the host institution. To qualify for renewal the Faculty Office must confirm the student satisfactorily completed the course attempts at the equivalent course load requirements as defined in Section 2.1 above.

Where a student completed one term at Queen's and one term at a host institution the renewal will be based on the GPA completed at Queen's (same guidelines as Renewals) provided the student satisfactorily completed the course load requirements as defined in Section 2.1 above.

4.4 Internships (QUIP): Students participating on a QUIP placement or on an internship are not eligible to receive payment for the award while they are on the work-term placement. Students must request the award be deferred until they are registered full-time for the next Fall or Winter term. The request must be sent by email, in advance of the QUIP placement, to awards@queensu.ca

4.5 Leaves: It is recognized exceptional circumstances may arise which may require the student to take a break in their program of study. In these circumstances every reasonable effort will be made to accommodate the student and their circumstances. The student must submit a written request (email acceptable) for review which details the circumstances and the expected duration of the leave. Where possible, the student is advised to provide the notification in advance of the leave. Examples include medical leave, unique year-long service opportunity.

Each request will be reviewed on an individual basis and an adjusted renewal/payment schedule will be established (e.g., deferred for a year; staggered renewal/disbursement). Students will be eligible for the stated total dollar amount of the award even if the student's duration of study is extended as a result of the student's accommodation (e.g., Chancellor's \$12,000 x 4 years = \$48,000). At the time of review, it will be determined whether the student will receive the full annual amount or if the award will be pro-rated and disbursed beyond the typical 4-year duration of the award.

5. Appeals

Students who do not meet the identified renewal thresholds and who have experienced extenuating circumstances which have affected their academic performance may submit a written appeal (email from Queen's email account is acceptable) to the Senate Committee on Scholarships and Student Aid (SCSSA). Extenuating circumstances may include but is not limited to the student's own serious illness, or that of an immediate family member, or the death of an immediate family member. Students are directed to provide sufficient details for the Appeal Committee to assess the extent of their circumstances. Appeals based on medical circumstances or death of an immediate family member must be accompanied by supporting documentation, such as: letter from a physician (we do not request specific medical details, but rather a professional assessment with regards to how and to what extent the health circumstances impacted the student's studies) or copy of the family member's death certificate. The information provided by the student will be used solely for the purpose of determining their eligibility with respect to the renewable award. Information provided will not be shared with any external organization or any other Department/Faculty at the University. All documentation submitted will be destroyed in a confidential manner at the completion of the appeal process.

6. Payment of Funds

Student will receive payment of funds where the award is:

- Renewed

- Renewed with Academic Warning
- Renewed with a Service Encouragement

To align with Queen's term-based tuition due dates, Queen's undergraduate financial aid granted at the start of each academic year will be disbursed in two equal disbursements. This includes all first-year admission, renewable, upper-year, and exchange awards.

- The first disbursement will be applied to student's SOLUS accounts in August prior to the September fall term tuition payment deadline.
- The second disbursement will be applied to student's SOLUS accounts in December prior to the January winter term tuition payment deadline.

If there is any amount in excess to the amount owed to the University (tuition, fees, residence) after the end of the open enrollment period in the winter semester, students will be issued an automatic refund to the bank account that they have identified in SOLUS. The auto-refund process takes place in February of each year.

6.1 Early Refund Requests: If a student is experiencing extenuating financial circumstances, they will be allowed to submit an early refund request to the Appeals Committee for consideration. Early refunds will only be granted where the Appeals Committee can determine that there will be award funds remaining after amounts owed to the University (tuition, fees, residence) are paid for both fall and winter semesters. Early refund requests can be submitted via email to awards@queensu.ca.