



## Operational Policies and Procedures

Division: Students	Topic: Academic Awards
Policy No. S001	Effective: February 2022
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### 1. Convocation Awards

Convocation ceremonies occur in the spring of each year. Students can participate in the convocation ceremony/exercise if they are scheduled to complete all academic courses by August 31 of that year. Academic status to date is calculated for the convocation and awards are allocated as appropriate. Final academic status does, however, rest with the completion of each program. Official transcripts, diplomas and certificates are forwarded to each individual upon successful completion of all academic and work term/practicum components and when the student's account is settled in full. The Career College Accreditation Program accredits all diplomas and certificates.

#### 1.1 President's Award

The President's Award is bestowed on a student who displays the values, which Academy Canada would like to encourage in all students. These values include leadership, professionalism, a positive attitude, a good overall average and a willingness to participate in school activities. This award is determined by recommendations from instructors and Support Staff. These recommendations are forwarded to the President of Academy Canada who selects the recipient from the nominations received. Instructors and Support Staff may nominate any student scheduled to graduate in the applicable academic year.

#### 1.2 Valedictorian

The Valedictorian is selected from graduating students who submit valedictories. The person selected should possess exceptional presentation skills, must have a good overall average and demonstrate support of the values encouraged in all of Academy Canada students. All students are encouraged to compete for this honor, as it is a highly recognized achievement in employment fields.

#### 1.3 Honours Status

Honours Status is awarded to students who achieve 90% or more overall average in all academic courses.

#### 1.4 Distinction

The top 10% of any graduating group of students from each **program** who achieve a minimum overall average of 80% will be awarded the Graduating with Distinctions honour (note: both criteria must be satisfied).

### **1.5 Honours with Distinction**

Honours with Distinction status is awarded to students who achieve 90% or higher overall average and are in the top 10% of the graduating students from each program.

### **1.6 Program Awards**

Program instructor(s) will select one student from each program who they feel reflects the attitudes, skills and values of Academy Canada and their chosen career fields.

### **1.7 The Josephine Harris Memorial (St. John's Campus Only)**

Josephine Harris was a student enrolled in the February 1996 Legal Studies (Paralegal Professional) Program. Though her time with Academy Canada was short, she left a living legacy in the hearts of her classmates and instructors and in the corridors of the College. In honour of Jo, The Josephine Harris Memorial is bestowed to a graduating Paralegal Studies student from the St. John's Campus who is felt to reflect the essence of the qualities that Jo embodied – integrity, leadership and a passion for life.

### **1.8 The Tom Carol Memorial**

Tom Carol was a long-time friend of Academy Canada and employee of SEA Contracting who passed away in the winter of 2000. In his memory, SEA Contracting bestows an annual award to a student graduating from select trade programs. The winner of this award will possess the traits that Tom continuously demonstrated: hard working, a willingness to overcome adversity, superior dedication and a long-term commitment to professional success.

### **1.9 The Melissa Glynn Memorial (St. John's Campus)**

Melissa Glynn was an Office Administration student who died tragically during 2002. While a student at Academy Canada she became tremendously well respected as a caring, warm, dedicated and professional individual. In her honor, the Melissa Glynn Memorial award is bestowed upon an Office Administration student who displays the characteristics that defined Melissa's honor, compassion, focus and professionalism.

### **1.10 The Beverley Anne Whalen Memorial (Harding Road Campus)**

Beverley Anne Whalen was an academic Instructor who passed away on November 11, 2003 – the world was less one special person. Few individuals have the impact on the people around them such as Bev. As a result, Academy Canada awards the Beverley Anne Whalen Memorial award to a student who excels in their academic courses and who possesses some of Bev's qualities of respect, dedication, courage to face one's challenges and a love for life.

### **1.11 The Norman Dawe Memorial**

This award honors and celebrates the contribution of Norman Dawe, a student whose life was tragically cut short during the summer of 2004. Norman was a very dedicated student who strived to succeed in everything that he did. To honor his memory, Academy Canada will present this award annually to a graduating student from the Computer Aided Drafting program who demonstrates the character traits of Norman: dedication, determination and a positive attitude.

### **1.12 The Jeremy Cross Memorial (St. John's Campus)**

Jeremy Cross was a Therapeutic Recreation student who passed away in March 2015. Jeremy was a student who embraced every day with positive energy and enthusiasm. He had a can-do attitude and was able to break down barriers. He taught his classmates the value of patience and understanding as he demonstrated perseverance and dedication to his goals. Academy Canada presents the Jeremy Cross Memorial Award to a student who possesses some of Jeremy's qualities of inspiration, leadership, passion and the ability to overcome challenges.

### **1.13 The Marilyn Jarvis Memorial (St. John's Campus)**

Marilyn Jarvis was a Hairstyling student who passed away in April 2016. Marilyn was a student who embraced everyday with positive energy and enthusiasm. She touched the hearts of all those she interacted with and displayed never-ending kindness and patience. Marilyn was proof

that it is always possible to achieve your goals. Academy Canada will award the Marilyn Jarvis Memorial Award to a Hairstyling student who possesses some of Marilyn's qualities of inspiration, leadership, passion and the ability to overcome challenges to reach your dreams.

## **2. Academy Canada Scholarships**

**2.1** Scholarships are valid for 2-year programs only. If a student transfers to a one-year program, then they forfeit the scholarship.

**2.2** If a student withdraws from their program or is dismissed by Academy Canada, then the scholarship becomes invalid.

**2.3** Scholarships issued for September 2002 and after will be given in one instalment in the LAST semester of the program. It should not be credited to the account until the final semester, and tuition should be collected for the first 5 semesters just as if the student was not receiving a scholarship.

## **3. Certifications**

Students will receive various forms of certification:

**3.1** An official transcript of marks if all academic obligations and financial commitments have been met.

**3.2** An official Academy Canada diploma or certificate if all academic obligations and financial commitments have been met.

## **4. Replacement Certificates and Replacement Diplomas**

While it is not possible to issue a duplicate of one's original graduation parchment, upon receipt of the following:

1. Completed **Certificate/Diploma Request** form; and
2. **Either** a completed Lost Certificate/Diploma Declaration form (if the original graduation parchment is lost);  
**Or** the original graduation parchment (in the case of it being damaged or if you have a change of name).

Academy Canada will issue a replacement graduation parchment. An "Issued to Replace Original" will appear on the replacement along with the date of issue.

There is a \$50 fee for the replacement of a parchment (legal name change; original parchment lost, stolen, destroyed or damaged.)

If the original parchment cannot be returned, the graduate is responsible to obtain a signature and seal/stamp from a Notary Public or Commissioner for Oaths on the Lost Certificate/Diploma Declaration form.

Academy Canada will verify that the academic requirements and financial obligations are met before any parchments are issued.