

CO-CURRICULAR RECOGNITION

EFFECTIVE DATE July 1, 1999

RESPONSIBILITY FOR IMPLEMENTATION Director, Student Experience

POLICY STATEMENT

The College recognizes learning associated with student participation in college activities that have contributed to college life and student development. Co-curricular activities will be indicated on the students' official transcript.

PURPOSE

To recognize a students' contribution to college life and student development.

SCOPE

Applies to all credit students.

DEFINITIONS

Co-curricular – Refers to activities, programs, and learning experiences that complement, in some way, what students are learning in school.

PROCEDURES/RULES STATEMENT

1. Co-curricular Committee

1.1 Membership

- The Director, Student Experience (or designee) who normally serves as Chair
- Representative of the Fine Arts Department
- Representative of the Physical Education, Athletics and Kinesiology Department
- President of the Students' Association (or designee)
- Representative from Student Services
- Academic Staff member (not from Fine Arts or PEAK)

1.2 Mandate

The Committee will oversee the administration of co-curricular activities which includes:

- 1.2.1 review and approve student applications for co-curricular recognition,
- 1.2.2 review and make recommendation to Academic Council regarding activities eligible for co-curricular recognition.

2. Procedures for Student Recognition

2.1 Application

- 2.1.1 Applications may be submitted by students and/or faculty/staff members by completing co-curricular application forms provided through Student Services.
- 2.1.2 Students may initiate the process by completing the student application form for co-curricular recognition.
- 2.1.3 Student initiated application must include all validating signatures in order to be considered.
 - 2.1.3.1 No Student may be the validating signature for their own application.
- 2.1.4 Faculty/staff may initiate the process on behalf of students by completing the faculty/staff application form for co-curricular recognition.
- 2.1.5 Students and/or faculty/staff must return the completed application forms to Student Services where they will be reviewed by the Committee for inclusion in the students' records.
- 2.1.6 The deadline for application will be May 15 in any academic year.
- 2.1.7 Application may be made for students to receive co-curricular recognition for activities that were undertaken no more than two years from date of application.

2.2 Approval

- 2.2.1 Activities authorized by Academic Council are the only eligible activities that the Co-curricular Committee can process as approved on a student's application.
- 2.2.2 The Director, Student Experience will ensure that the validating signatures are original and by authorized College representatives as per the activity approval.

3. Procedures for Activity Recognition

- 3.1 Applications for Activity Approval of Co-curricular Recognition must include the following information:
 - 3.1.1 title and brief description of the activity;
 - 3.1.2 rationale for consideration as an alternate learning activity including the contribution to college and/or student life at Grande Prairie Regional College;
 - 3.1.3 minimum requirements for a student to be considered eligible to receive recognition for the activity;
 - 3.1.4 administrative unit (Students' association, Academic Department, etc.) that hosts the activity;
 - 3.1.5 the personnel/position responsible for validating student applications for recognition.
- 3.2 Applications for Co-curricular Activity Recognition Approval form must be submitted no later than February 1 in the year the activity is to be considered.
- 3.3 Applications for Activity Recognition will normally receive committee approval:
 - 3.3.1 if, in the case of a student group, that group is recognized by the Students' Association Executive;
 - 3.3.2 if an administrative unit is prepared to host the activity and designates a validating signature required to acknowledge that the student has performed the function for the minimum duration defined for approval;
 - 3.3.3 if academic credit is not currently awarded for the same activity;
 - 3.3.4 if the student is required to participate in the activity for which co-curricular recognition is being sought for a minimum of 20 hours.
- 3.4 The Co-curricular Committee will review the application and make a recommendation to Academic Council.