



## **SENATE MEDALS POLICY**

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(Adopted by Senate, 22 June 1984 and 26 April 1985, with revisions 27 March 1992, 20 February 1997, 29 October 2004, 3 December 2004, 19 October 2006, 16 February 2007, 25 March 2011, 14 September 2011, March 30, 2012)

## 1. General Medal Policy

### 1.1 The Medals

Carleton University awards the following medals, when merited, at convocation.

Governor General's Medal Gold (Graduate students)

Governor General's Medals Silver (Undergraduate students)

Chancellor's Medal

President's Medal

University Medal – Doctoral

University Medal – Master's

University Medal – Architectural Studies

University Medal – Arts (two)

University Medal – Commerce

University Medal – Computer Science

University Medal – Engineering

University Medal – Humanities

University Medal – Industrial Design

University Medal – Information Technology

University Medal – Interfaculty Studies

University Medal – International Business

University Medal – Journalism

University Medal – Mathematics

University Medal – Music

University Medal – Public Affairs and Policy Management

University Medal – Science

University Medal – Social Work

Senate Medal for Outstanding Graduate Work - Doctoral

Senate Medal for Outstanding Graduate Work - Master's

Senate Medal for Outstanding Academic Achievement – Undergraduate

1.2 With the exception of the Governor General's Medals, a student will not be awarded more than one medal for the same body of work.

## **2. The Senate Committee on Medals and Prizes**

### **Terms of Reference**

1. To recommend to Senate recipients of medals
2. To recommended to Senate new or revised medals regulations

### **Composition**

1. Clerk of Senate, Chair
2. The Dean (or his/her designate) from each of the Faculties of Arts & Social Sciences, Public Affairs, Sprott School of Business, Science, Engineering and Design, and Graduate and Postdoctoral Affairs
3. Chair, Senate Committee on Student Awards
4. University Registrar, Secretary (voting)

### 3. Policy on Undergraduate Medals

1. To be eligible for a medal or prize at graduation, a student must have completed a minimum of 10.0 credits towards the degree at Carleton. Students should not be denied consideration of medals on the grounds that they do not meet the residency requirements for (1) students who have studied on a university-sanctioned exchange program; (2) students who have studied at the University of Ottawa on exchange; and (3) students who are required by their program to study at another institution.

2. That Senate Medals for Outstanding Academic Achievement will be awarded to

(i) the top 3% of the graduating class<sup>1</sup> in each degree, subject to the requirement that, in all cases, the Overall GPA must be at least 10.60, and

(ii) to all graduating students with an Overall CGPA of at least 11.00.

3. The initial ranking of students shall be on the basis of overall Cumulative Grade Point Average calculated only on the courses taken at Carleton being presented for the degree, this average to be calculated to two decimal places, not rounded.

4a. The Governor General's medalist at the undergraduate level will be selected from the graduates within that academic year, to be awarded at the Spring Convocation ceremonies; and, that the recipient of this medal may be the recipient of another medal.

4b. The Chancellor's and President's Medals will be awarded, when merited, at both the Spring and Fall Convocation ceremonies.

The Chancellor's Medal is awarded to the undergraduate student in an Honours, General, or Major program in the graduating class (see footnote #1) with the highest overall average after the Governor-General's medalist. The Overall CGPA must be to two decimal points and, in case of a tie, the Major CGPA will be considered.

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<sup>1</sup> The graduating class for the November convocation is defined as all students who have applied for graduation at the November convocation and who have met the graduation requirements for their degrees. The graduating class for June convocation is defined as all students who have applied for graduation at the **February and June convocations** and **who have met the graduation requirements for their degrees.**

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The President's medal is awarded to the undergraduate student in a General degree with the highest overall average in the graduating class (see footnote #1) after the Governor-General's medalist (if that medalist is from a General degree program). The Overall CGPA must be to two decimal points and, in case of a tie, the Major CGPA will be considered.

5. Such additional guidelines as the Committee may, from time to time, find appropriate shall be brought to Senate for approval.

#### **4. Policy on the University Medal in Interfaculty Studies**

- i. To be awarded to a student whose formal pattern of studies is interfaculty.
- ii. At the present time the pertinent assignments for this medal are the B.A. programs in Biology, the B.Sc. I.S.S. with a non-science major, the B.Sc. programs in Psychology or Geography, B.A. or B.Sc. programs combining one discipline with one in another Faculty, and the B.A. program in Directed Interdisciplinary Studies where the approved program of study contains a strong interfaculty component.
- iii. Candidates for this medal must satisfy the same standards as those set by the guidelines approved by Senate in 1984 for the award of medals. It shall be the task of the Committee on Medals and Prizes, as it prepares its recommendations to Senate, to ensure that candidates for this medal compare favorably with candidates for the other University Medals.

## **5. Policy on University Medals for Outstanding Graduate Work**

### Criteria for the University Medals for Outstanding Graduate Work

#### Ph.D. Level

- (i) Outstanding thesis as judged by the examining committee, the external examiner's report and recommendation, the supervisor's report and the report of the chair of the examining committee.
- (ii) A grade point average of at least 11 in course work.
- (iii) The candidate's publication record.
- (iv) The recommendation of the Dean of Faculty of Graduate and Postdoctoral Affairs.

#### Master's Level

- (i) Outstanding thesis or research essay work. Pass with distinction where this designation is used.
- (ii) A grade point average of at least 11 in course work.
- (iii) In programs where the degree is completed by course work only, with no research essay, a grade point average of 11.5 or better in courses would be required. This would be equivalent to point (i) and (ii).
- (iv) Where the candidate has written a thesis or a research essay, a statement from the supervisor and external reader will be requested.
- (v) The candidate's publication record.
- (vi) The recommendation of the Dean of Faculty of Graduate and Postdoctoral Affairs and/or the Faculty Dean.

## **6. Policy on Senate Medals for Outstanding Graduate Work**

1. At its meeting of 27 March 1992, Senate approved the establishment of Senate Medals to recognize excellence in graduate work.
2. As at the undergraduate level, the status of the Senate Medals for Outstanding Graduate Work is one level immediately below that of the (existing) two University Medals for Outstanding Graduate Work (Doctoral and Master's). The Senate Medals are meant to recognize runners-up for the University Medals.
3. There are two categories of Senate Medals at the graduate level:
  - a. Type A: for students in programs with research requirements, such as a thesis, research essay or project and;
  - b. Type B: for students in course-work only Masters degrees.
4. There are to be two Senate Medals of Type A (one Doctoral, one Master's) for each of the following major disciplinary areas: (i) Arts and Social Sciences, (ii) Engineering, Architecture and Industrial Design (iii) Science and Computer Science, (iv) Public Affairs and (v) Business. When merited the Committee may recommend additional candidates for Senate Medals beyond the specified number.
5. There are two Senate Medals at the Masters level of Type B for the University. The minimum requirement is a CGPA of at least 11.5 and a strong recommendation form the department.
6. As with the two University Medals, all Senate Medals will be available for award at each of the Spring and Fall Convocations (February graduates being counted as part of Spring graduates), and be awarded only when merited in the opinion of the Senate Committee on Medals and Prizes and Senate.
7. Given that the Senate Medals are meant to recognize runners-up for the University Medals, the criteria for the Senate Medals are identical to those for the University Medals (q.v.).
8. The Senate Medals shall be available for award for the first time at Spring Convocation 1992.

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9. The candidate recommended to Senate by the Senate Committee on Medals and Prizes for the Governor-General's Medal at the Graduate Level (awarded annually at the Fall Convocation) shall continue to be chosen from among the February, Spring and Fall candidates judged to be University (as against Senate) Medal-level material.

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