

Guidelines for Changes to Existing Student Awards

Changes to Sponsored Student Awards

Definition of a major change to a sponsored student award

A major change to an existing sponsored student award is any change that affects the eligibility or selection criteria of the award, or the establishment of a new award. This must be approved by CSAC and recommended to Academic Board and Council for approval.

Definition of a minor change to a sponsored student award

Any change to an existing sponsored student award that **does not** affect the eligibility or selection criteria of the award including:

- Change to subject code for which an award is made
- Change to subject name for which an award is made
- Change to award sponsor name (i.e. because of a merger or renaming of the sponsoring company)
- Change of subject for which the award is made
- Renewal of an existing award with no major changes
- Suspension or cancellation of an existing award
- Change to the amount of money being awarded
- Change to the duration of an award

Faculties can approve minor changes to sponsored student awards and report them to CSAC for information. Such changes are then reported to Academic Board and Council. Faculties are encouraged to seek advice about minor changes to existing awards from the Secretary of CSAC or the faculty shepherd if necessary

Changes to Student Awards Governed by, or to be Governed by Trust Regulations

If the student award is, or is to be, governed by a Regulation (presently all perpetual trusts), any proposal for it must be approved by the Trusts Lawyer, and an appropriate amendment to the Regulation may need to be drafted for recommendation by the Legislation and Trusts Committee to Council.