



SENATE MEDALS POLICY

1. General Medal Policy
2. The Senate Committee on Medals and Prizes
3. Policy on Undergraduate Medals
4. Policy on University Medals for Outstanding Graduate Work
5. Policy on Senate Medals for Outstanding Graduate Work

1. General Medal Policy

1.1 The Medals

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

Governor General's Medals 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 - Undergraduate

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

Type of Committee: Standing Committee

Purpose: The Senate Medals and Prizes Committee makes recommendations to Senate for the awarding of medals for academic achievement in accordance with the procedures outlined in the Senate Medals Policy.

Responsibilities:

1. To recommend to Senate recipients of the following medals for academic achievement:

- Governor General's Gold Medals (graduate)
- Governor General's Silver Medals (undergraduate)
- President's Medal
- Chancellor's Medal
- University Medals (Graduate)
- University Medals (Undergraduate)
- Senate Medals for Outstanding Academic Achievement (Graduate)
- Senate Medals for Outstanding Academic Achievement (Undergraduate)

2. To recommended to Senate new or revised medals regulations under the Senate Medals Policy.

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)

Quorum and Voting:

Quorum and Voting are by simple majority.

Reporting:

The Committee reports to Senate.

Review:

These terms of reference will be reviewed every seven years, or as required.

Document Origin Date:

Reviewed/Revised: September 25, 1998, January 28, 2005, May 26, 2016, June 18, 2021, August 5, 2021

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. The Senate Medals for Outstanding Academic Achievement will be awarded to the top 3% of the graduating class¹ in each degree, subject to the requirement that, in all cases, the Overall GPA must be at least 10.60.² Students receiving a University Medal are excluded from consideration for a Senate Medal.
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.
4. a. The recipients of the Governor General's medals at the undergraduate level will be selected from the graduates within that academic year. The medals will be awarded in the Spring to the top two graduates from the Winter and Spring classes and in the Fall to the top graduate from the Fall graduating class. In the event of a tie, the Medals & Prizes Committee reserves the right to consider additional criteria within the students' academic record(s) to select the recipient(s).
4. b. The Chancellor's and President's Medals will be awarded, when merited, at both the Spring and Fall Convocation ceremonies.

¹ 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.**

² Note that this change to the criteria for awarding Undergraduate Senate medals is effective from Fall 2021.

The Chancellor's Medal(s) are awarded to the undergraduate student(s) in an Honours, 15-credit degree, or Major program in the graduating class (see footnote #1) with the highest overall average after the Governor-General's medalist(s). Multiple Chancellor's Medals will be given when there is a tie.

The President's medal is awarded to the undergraduate student in a 15-credit 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 15-credit degree program). The Overall CGPA must be to two decimal points and, in case of a tie, the Major CGPA will be considered.

5. University medals at the undergraduate level shall be awarded to the top 1% of the graduating class in each Faculty, subject to the requirement that, in all cases, the overall GPA must be at least 10.6.³
6. Such additional guidelines as the Committee may, from time to time, find appropriate shall be brought to Senate for approval.

³ Note that this change to the criteria for awarding Undergraduate University medals is effective from Fall 2021.

4. Policy on Governor General's Medals at the Graduate Level

The recipients of the Governor General's medals at the graduate level will be selected from graduates within that academic year. The medals will be awarded in the Spring to the top graduate from the Winter and Spring classes and in the Fall to the top graduate from the Fall graduating class.

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.
9. The candidate recommended to Senate by the Senate Committee on Medals and Prizes for the Governor-General's Medals at the Graduate Level will continue to be selected from graduates within that academic year. The medals will be awarded in the Spring to the top graduate from the Winter and Spring classes and in the Fall to the top graduate from the Fall graduating class.