

NOTICE OF MEETING
There will be a meeting of the
ACADEMIC POLICY COMMITTEE
Wednesday, September 20, 2017 at 9:00am-11:00am
In Room 209 Assumption Hall
AGENDA

Formal Business

- 1 Approval of Agenda**
- 2 Minutes of meeting of May 11, 2017**
- 3 Business arising from the minutes**
- 4 Outstanding business**

Items for Information

- 5 Reports/New Business**

Dr. A. Rossini

 - 5.1 Academic Policy Committee Mandate**

APC170920-5.1
 - 5.2 Establishing Lead Readers for Annual Reports**

Dr. A. Rossini
APC170920-5.2

Item for Approval

- 5.3 Policy on Repetition of Courses and
Policy on Calculation of Averages**

Ms. A. Miller
APC170920-5.3

Item for Information

- 5.4 Student Awards and Financial Aid Report**

Ms. M. Doll
APC170920-5.4
Lead Reader: Dr. K. Roland

Additional Business

- 6 Question period/Other business/Open Discussion**
- 7 Adjournment**

Please carefully review the 'starred' (*) agenda items. As per the June 3, 2004 Senate meeting, 'starred' items will not be discussed during a scheduled meeting unless a member specifically requests that a 'starred' agenda item be 'unstarred', and therefore open for discussion/debate. This can be done any time before (by forwarding the request to the secretary) or during the meeting. By the end of the meeting, agenda items which remain 'starred' (*) will be deemed approved or received.



ACADEMIC POLICY COMMITTEE (APC)
Minutes of Meeting

Date: Thursday, May 11, 2017

Time: 1:30pm-2:30pm

Room: 209 Assumption Hall

Committee Members: Dr. Fazle Baki, Prof. Jeff Berryman, Ms. Joan Dalton, Dr. Philip Dutton, Dr. Shervin Erfani, Dr. Erika Kustra, Dr. Scott Martyn, Dr. Katherine Quinsey, Dr. Karen Roland, Mr. Dilpreet Singh, Prof. John Weir

Absent: Dr. Lorna deWitt (regrets), Dr. Alan Scoboria (regrets).

In Attendance: Mr. Andrew Kuntz, Mr. Dave Butcher, Ms. Vanessa Spark; Ms. Renée Wintermute (University Secretary), Ms Alison Zilli (University Secretariat).

1 Approval of Agenda

MOTION: That the agenda be approved.

Dr. S. Martyn/Prof. J. Berryman
CARRIED

2 Approval of Minutes

(See document APC170406M)

MOTION: That the minutes of the Academic Policy Committee meeting of April 6, 2017 be approved.

Prof. J. Berryman/Mr. D. Singh
CARRIED

3 Business arising from the minutes

Nothing to report.

4 Outstanding business

Nothing to report.

Items for Information

5 Reports/New Business

5.1 University Operating Budget 2017-2018

(See document APC170511-5.1 for more details.)

NOTED:

- The University is presenting a balanced budget for 2017/18. Members were reminded that the 2017/18 operating revenue is budgeted at \$258M, an increase of \$10.4 M (or 4.0%) over 2016/17.
- Enrolment for Fall 2017 is set for 15,466 students comprised of 13,489 full time and 1,977 part-time students.
- The major assumptions and priorities are: 1) Financial Matters (enrolment, bargaining, staff costs, pension valuation); 2) Provincial Initiatives (SMA2, tuition framework, grand funding transformation,

student financial aid reform, election); and, 3) UWindsor Initiatives (SEM, faculty renewal, student experience, the Promise campaign, capital transformation, academic program development).

- The largest expenditure in the University operating budget is still salaries, wages and benefits representing approximately 76% of the Operating Budget.
- The University's continuous commitment to maintaining its fiscal position has served the institution well and has enabled it to set \$12M for Strategic Investment Funds.
- Strategic Investment Funds include: Strategic Priority Fund, Curriculum Development Fund, Enrolment Stimulus Fund, Student Experience Fund, UW*Insite* and, Research Activity and Stimulus Funds.

COMMENTS/FEEDBACK:

- APC agrees that transparency and accountability are important principles on which to base the budget and appreciates the ongoing SEM and SMA2 discussions informing the proposed operating budget.
- With government grants now making up only 36.9% of operating revenue, Windsor is increasingly reliant on tuition fees, particularly international fees, for revenue, as the domestic student population declines.
- This increasing reliance on professional Masters programs is changing the profile of the University and is not without risks due to changing demand and competition from other institutions.
- APC notes that provisions have been outlined in the budget to redress the balance of domestic to international student enrolment and undergraduate to graduate enrolment through targeted initiatives to recruit and retain students and recruit faculty.
- APC recognizes that the budget responds to government pressures and the new funding model through the many initiatives listed. The SMA2 response underscores the necessary mix of teaching and research as the fundamental mission of the University.
- APC is concerned with government policy around net tuition billing which places an undue burden on the middle class, a characteristic of the local Windsor population. While net tuition billing is positive, it leaves out a segment of the population that struggles, to varying degrees, with tuition payments. with internal allocations such as the Enrolment-Centred budget model applied to Faculties.

5.2 Calculation of Averages - Revisions

(See document APC170511-5.2 for more details.)

MOTION: That the revisions to the Calculation of Averages, be approved.

Dr. E. Kustra/Dr. S. Martyn

NOTED:

- The major average will be calculated based on the courses taken to fulfill the requirements of the major as defined in the degree requirements for the program, including all courses taken in the major area of study.
- This bring the Senate policy in line which what is currently being done as the SIS cannot actually differentiate between the courses taken from the area of study as part of the major or the additional courses by a student in their major area of study.

AGREED:

- Clarification be provided to indicate that Pass/Non-Pass and Satisfactory/Unsatisfactory grades have no numeric grade equivalent.

FRIENDLY AMENDMENT: ~~Courses in which a failing grade is received will be recorded on the student's transcript and may be factored into the average but will carry no credit toward a degree.~~ A grade of IP is recorded at the end of the first term of a two-term course. ***Pass/Non-Pass (P/NP) and Satisfactory/Unsatisfactory (S/U) grades are recorded on the transcript but have not numeric grade equivalent.***

CARRIED, as amended

5.3 New Course Numbering Framework

(See document APC170511-5.3 for more details.)

**MOTION: That the proposal for a New Course Numbering framework = AAAA XXXX, be approved.
(Where Subject Code = AAAA and Number Code = XXXX)**

Prof. J. Berryman/Ms. J. Dalton

NOTED:

- The new course numbering system will have a 4-digit alphanumeric course code to identify the discipline and 4 numeric characters to denote the course number and level.
- The course number levels for undergraduate will be 1000-4000, second entry will be 5000, post-diploma/certificate courses will be 6000 and the course levels for graduate courses will be 7000-9000
- The new framework will coincide with the new Enterprise Resource Planning (ERP) software which will be replacing the current Student Information System (SIS).
- Attributes that can be used to denote whether a course is a lab or tutorial can be attached to the course without having to be denoted by a section number, which is current practice for Special Topic courses.
- The new system will have the ability to add various criteria within the program which will make it easier for students when they are selecting their courses.
- Once the new system is implemented the current course numbering information will need to be transferred into the new system in a common manner.
- Areas will be responsible for determining the appropriate codes for their courses by January 2018 in consultation with the Dean and Provost.

CARRIED

Additional Business

6 Question Period/Other Business/Open Discussion

6.1 Update from Working Group on Transcript Policy

Nothing to report.

7 Adjournment

MOTION: That the meeting be adjourned.

Dr. S. Erfani/Dr. E. Kustra

CARRIED

**University of Windsor
Academic Policy Committee**

5.1: Academic Policy Committee (APC) Mandate

Item for: **Information**

Excerpt from Bylaw 3

1.2.2 Academic Policy Committee

- 1.2.2.1 Membership (The total number of members is seventeen):
- Provost and Vice-President, Academic (or designate).
 - Vice-Provost, Teaching and Learning (or designate).
 - eleven regular faculty members, at least three of whom shall be members of the Senate, with one of the Senate faculty members serving as Committee Chair, and should include the following:
 - one regular faculty member from each of the Faculties of Business Administration, Education and Academic Development, Engineering, Law, Human Kinetics, Nursing, Science, and Graduate Studies.
 - two regular faculty members from the Faculty of Arts, Humanities and Social Sciences, one to be selected from Social Science disciplines and one to be selected from Arts/Humanities disciplines.
 - one librarian.
 - four students (one graduate, one part-time undergraduate, two full-time undergraduates).
- 1.2.2.2 Terms of Office: two years for faculty and librarian members, one year for students. Terms shall be staggered so that one-half of the regular faculty members are elected each year.
- 1.2.2.3 Terms of Reference: The Committee is responsible for recommending to Senate policies dealing with students, admissions and enrolment management, teaching and learning, instructional development, and for making recommendations to Senate with respect to the annual budget, and promotion, tenure and renewal standards development. Specifically, it is responsible to Senate for:
- 1.2.2.3.1 recommending policies on all matters dealing with general standards of admission for high school graduates, for adult students and for students transferring from other institutions;
 - 1.2.2.3.2 recommending policies designed to meet the teaching, learning, and evaluation needs of the University community, including full and part-time undergraduate and graduate students;
 - 1.2.2.3.3 recommending policies on all matters dealing with library service delivery, facilities, regulations and practices having academic implications;
 - 1.2.2.3.4 recommending policies on all matters dealing with the recruitment and retention of students, particularly those in the designated groups;
 - 1.2.2.3.5 recommending policies dealing with the development of an hospitable climate and opportunities for achieving educational equity for both students and faculty;

- 1.2.2.3.6 recommending policies relating to student awards, scholarships, and/or bursaries.
- 1.2.2.3.7 presenting to Senate its annual review of tuition and ancillary fees, the operating budget and the budget process ensuring that the decisions of Senate have been given due consideration;
- 1.2.2.3.8 informing and/or making recommendations to Senate on policies mandated by external bodies that impact academic policy.
- 1.2.2.3.9 presenting (including making recommendations, if any) to Senate its review of reports from areas or bodies with mandates that fall within the jurisdiction of the Committee, including but not limited to student academic integrity, student affairs, international affairs, the Centre for Teaching and Learning, information technology, the Leddy Library, and the Office of Student Awards and Financial Aid.

**University of Windsor
Academic Policy Committee**

5.2 Establishing Lead Readers for Annual Reports

Item for: Information

As part of its mandate, APC reviews annual reports from a number of areas to ensure that policies and practices contained in the reports fulfill the University of Windsor's Strategic Plan priorities: 1) Provide an exceptional undergraduate experience 2) Pursue strength in research and graduate education 3) Recruit and retain the best faculty and staff 4) Engage and build the Windsor and Essex County community through partnerships 5) Promote international engagement. Annual reports are submitted using a standardized reporting template developed by APC.

At its first meeting of the academic year, one Committee member will be identified as the lead reader for each of the reports listed in the table. The lead reader will review the report thoroughly in advance of the APC meeting in order to (1) either determine that the report is complete or identify the required additional material, (2) ensure that the report addresses the University's strategic plan priorities, and (3) ensure that the report is in the required format. In addition, after the report is presented at the APC meeting, the lead reader will have the first opportunity to respond to the report authors on behalf of the APC. The annual reports will be circulated to the lead readers one week prior to the APC meeting at which the reports will be discussed, as part of the regular APC meeting package.

Annual Report	Report to APC	APC Lead Reader
Student Awards and Financial Aid Report	September 20, 2017 9:00am-11:00am	Dr. Karen Roland
N/A	Wednesday, October 18, 2017 1:30pm-3:30pm	N/A
Internationalization Report	Wednesday, November 22, 2017 9:00am-11:00am	Dr. Fazle Baki
Centre for Teaching and Learning Report		Dr. Sue Fox
Leddy Library Report	Wednesday, December 13 2017 1:30pm-3:30pm	Dr. John Weir
Office of Open Learning Report		Scott Cowan
Domestic Recruitment Report	Wednesday, January 17, 2018 9:00am-11:00am	Dr. Dan Mennill
Information Technology Services	Wednesday, February 7, 2018 1:30pm-3:30pm	Dr. Erika Kustra
Academic Integrity Office Report	Wednesday, March 21, 2018 9:00am-11:00am	Dr. James Gauld
Co-op and Career Services Report		Dr. Scott Martyn
Tuition Fees and Compulsory Fees	Thurs, April 12, 2018 9:00am-11:00am	
Student Affairs Report		Dr. Jill Urbanic
University Budget	Thursday, May 10, 2018 9:00am-11:00am	N/A

**University of Windsor
Academic Policy Committee**

5.3: Repetition of Courses and Calculation of Averages - Revisions

Item for: **Approval**

MOTION 1: That the proposed revisions to the Policy on Repetition of Courses be approved.

Proposed Revisions to the Policy on Repetition of Courses:

Students in first entry undergraduate programs may repeat a course a maximum of two times (three attempts in total when the original attempt is included).

In the Faculty of Nursing, students who failed a required nursing course may not repeat the course more than once. No more than two required nursing courses may be repeated in the case of failures.

Students who have been required to withdraw from a program based on this policy will be able to transfer into any other program (general or honours) at the University provided they meet the admission and program requirements for that program.

In accordance with the policy on course equivalencies, in exceptional circumstances, the Dean (or designate) of the Faculty in which the student is registered, after consultation with the Dean (or designate) of the Faculty in which the course is offered (if different), may allow the student to substitute an equivalent course in place of the course the student wishes to repeat. Exceptional circumstances may include: where a course is no longer offered; where a course is not available to the student within the following three semesters; where a course is not available to the student within a given semester and the student's progression through the program would be unduly negatively impacted by delaying the course repeat attempt; or where a course is not available within a time period that includes the graduating semester.

Note: Please refer also to the Policy on Grading and Average Calculations for details on how a repeated course is calculated.

Rationale:

- The current policy is unnecessarily complex. It is also difficult to implement and interpret in cases where a student passes and then fails a course (or vice versa), as they do not fall under either the current paragraph 1 or paragraph 2.
- The proposal removes unnecessary complexity while maintaining the maximum three attempts per course.
- This update to policy will align us to practice at most universities within the province of Ontario. Carleton University is an exception to the norm where they do not place a maximum limit on the number of attempts a student is allowed.
- See appendix for current policy.

MOTION 2: That the proposed revisions to the Policy on Grading and Calculation of Averages be approved.

Proposed Revisions to the Policy on Grading and Calculation of Averages:

Calculation of Averages – For Undergraduate Programs and Courses

The marks obtained in all courses taken at the University of Windsor are used to calculate a cumulative average, with exceptions listed in the Tabula Rasa Policy. The major average is calculated based on the courses taken to fulfill the requirements of the major as defined in the degree requirements for the program, including all courses taken in the major area of study. The exception is where a student repeats a course in accordance with the Senate Policy on the Repetition of Courses.. Regardless of whether the same course was repeated or whether a course equivalent was granted for the purpose of course repetition, both the original mark and the subsequent mark(s) obtained will remain on the student's official record. However, only the highest mark received will be used in calculating the cumulative and major averages.

Rationale:

- Requiring that the last attempt be the one used in the average calculation does not take into account the many reasons why a student might obtain a lower grade in the subsequent attempt and unfairly dismisses the student's prior achievement.
- This update will support the institution's continued efforts towards the best student experience; the new system allows us the flexibility to implement this change (FORTE did not have this capability).

Appendix

Current Policy on Repetition of Courses

- 1a. Students in first entry undergraduate programs may take any failed course for a second time, subject to exceptions below.
- 1b. Students in undergraduate programs may repeat any passed course twice. In the Faculty of Nursing, students who wish to repeat a previously passed required nursing course for any purpose may only be considered to do so if they can be accommodated in the course by the professor. However; students are not encouraged to repeat previously passed nursing courses.
2. Students who have twice failed a course which is required for graduation in their program will be withdrawn from the program, unless a request to take the course a third time has been granted by the Dean of the Faculty (or designate) in which the student is registered, in accordance with 2.1 below. If the Dean (or designate) has approved the student's request to take the course for a third time, the student will be reinstated in the program.
- 2.1 In exceptional circumstances, permission to take twice failed courses for a third time may be granted by the Dean (or designate) of the Faculty in which the student is registered, after consultation with the Dean (or designate) of the Faculty in which the course is offered (if different), following a detailed review of the student's academic record and documented extenuating circumstances that may have affected the student's success in the course. The decision of the Dean (or designate) of the Faculty in which the student is registered shall be final and shall be filed together with the rationale with the Office of the Registrar.

In the Faculty of Nursing, students who failed a required nursing course may not repeat the course more than once. No more than two required nursing courses may be repeated in the case of failures.

In the Faculty of Engineering passed courses may be repeated only in the final year of study as may be allowed by the Faculty.

- 2.2 Students who have been required to withdraw from a program based on this policy will be able to transfer into any other program (general or honours) at the University provided they meet the admission and program requirements for that program.

Following normal procedures for Degree Audit Report (DARS) exceptions, in exceptional circumstances, the Dean (or designate) of the Faculty in which the student is registered, after consultation with the Dean (or designate) of the Faculty in which the course is offered (if different), may allow the student to substitute an equivalent course in place of the passed or failed course the student wishes to repeat. Exceptional circumstances may include: where a course is no longer offered; where a course is not available to the student within the following three semesters; where a course is not available to the student within a given semester and the student's progression through the program would be unduly negatively impacted by delaying the course repeat attempt; or where a course is not available within a time period that includes the graduating semester.

Note: Please refer also to the Policy on Grading and Average Calculations for details on how a repeated course is calculated.



STUDENT AWARDS & FINANCIAL AID UNIVERSITY OF WINDSOR ANNUAL REPORT

2016-2017

Dedicated to supporting students and assisting them with maximizing the financial aid opportunities that are available to them.

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Executive Summary

INTRODUCTION

The role of the Student Awards & Financial Aid Office (SAFA) is to support the recruitment and retention of students through the administration of merit and need-based student assistance comprised of federal and provincial student aid programs, scholarships, bursaries and on-campus employment. The following programs are currently administered:

- Ontario Student Assistance Program (OSAP)
- Out of Province Student Assistance Programs
- US Federal Student Aid (Title IV Direct Loans)
- Undergraduate Scholarships
- Need-based bursaries (Graduate and Undergraduate)
- Need-based Work Study Program (Graduate and Undergraduate)

Overall, the University of Windsor's government student financial aid program participation rate is approximately 70%. Data released by the Ministry of Advanced Education and Skills Development (MAESD) in September 2016 identified that the University of Windsor's OSAP participation rate alone in 2015-2016 was 68.2%.¹

The overall distribution of institutional undergraduate (and some graduate) student financial aid supported approximately 8351 awards totaling \$12.2 million in funding.

On November 25, 2016, MAESD released the 2015-16 OSAP default rates which are publically available. Currently, the University of Windsor's OSAP default rate is 6.6%.² The provincial university average is 3.6%. Programming and student engagement at the University of Windsor plays an important role in managing and reducing default rates. Improving program quality and relevance, ensuring adequate testing and admissions practices, informing borrowers of loan repayment and repayment assistance guidelines, providing support to students to complete their studies, and assisting with job searches are examples of measures institutions can take to reduce student loan defaults. (MAESD, November 25, 2016)

SAFA continues to collaborate with campus partners to educate staff as well as prospective and current students on the financial aid opportunities that exist at the University of Windsor. SAFA

¹ OSAP participation rates are arrived at by taking OSAP awards as a percentage of full-time enrolment. OSAP award recipients are recipients of Canada or Ontario loans or grants through the Ontario Student Assistance Program. This includes recipients of 30% Off Ontario Tuition grants. This is final 2015-16 year-end data extracted as of September 12, 2016. Enrolment data used to calculate 2015-16 OSAP participation rates at universities will be based on funding eligible undergraduate and graduate November 1st headcount of students with 60% Load (0.3FTE) or greater.

² For the purposes of calculating institutional default rates, student loan recipients/defaulters area assigned to the last institution/program they attended in 2012-13 for which they received Canada-Ontario Integrated Student Loan. The status of the loans was assessed as of July 2015 or about two years after the 2012-13 OSAP Academic Year which started August 1, 2012 and ended July 31, 2013. Historical default rates can be found at www.uwindsor.ca/info/maesd-indicators.

will continue to grow and evolve with respect to both government and institution supported financial aid programs while working towards the fall 2018 UWinsite implementation.

GOALS AND OBJECTIVES OF STUDENT AWARDS & FINANCIAL AID

1. *Provide an exceptional undergraduate experience:*

- Continue to work with MAESD to deliver on the Net Tuition/Net OSAP Aid/Estimate initiative.
- Continue to find ways to streamline and automate processes to allow staff more time for proactive and value-added services to students.
- Leverage technological tools that are available to us to communicate and engage with students about the financial aid opportunities that are available to them.
- Continue to collaborate with our campus partners on initiatives that support the financial well-being of students.

2. *Pursue strengths in research and graduate education:*

- Support the Faculty of Graduate Studies with the administration of need-based assistance to graduate students.

3. *Recruit and retain the best faculty and staff:*

- Encourage membership and participation within our US, federal and provincial financial aid professionals associations that allows staff to engage with their colleagues in other jurisdictions on matters that impact financial aid eligibility for students.
- Continue to focus on serving the needs of our students by affording staff professional development opportunities to enhance their skills.

4. *Engage and build the Windsor and Essex County community through partnerships:*

- Continue to participate in local and provincial events that promote the University of Windsor.
- Support the Campaign and Alumni & Donor Communications offices as they engage with donors to establish endowments in support of student financial aid.

5. *Promote international engagement:*

- Expand the open entrance scholarship and on-campus work study program to international students and continue to promote the need for more scholarships and bursaries to support international students.

SUCCESSIONS

- Successfully transitioned and refined processes related to work-flow in response to MAESD's transition of the OSAP administrative functions to a new web-based portal.
- Welcomed 4 new staff into new roles within SAFA.
- Completed the requirements necessary to launch a new Net Tuition Summary View within our student account portal to assist students with understanding how OSAP is used in the payment of fees and their net tuition calculation (tuition less OSAP and institutional grants, bursaries and scholarships).

CHALLENGES

- US Federal Student Aid applications and new awards are increasing annually and resources are limited in terms of being able to respond effectively to the increased activity.
- Dedicating sufficient time for training on the administration of government financial aid programs.
- Various competing priorities with respect to system optimization and OSAP enhancement activities:
 - o OUAC and OSAP Integration target completion date – September, 2017;
 - o 2018-19 OSAP applications will open in November, 2018 – increased activity for front-line SAFA staff;
 - o UWinsite training and implementation – fall 2018.

Report

SAFA'S GOALS AND OBJECTIVES AND THE UNIVERSITY'S STRATEGIC PLAN

1. *Provide an exceptional undergraduate experience:*

- Introduction of an on-line form to allow students to request a review of their financial aid eligibility. Many other forms have been revised to make it easier for students to update their information.
- Purchase of an on-line GoToWebinar solution with the intent to offer on-line financial aid information sessions for students over the course of the academic year.
- Successfully piloted the net tuition summary and continue to work on refining the process for the 2017-18 academic year and have begun the process of reviewing requirements for 2018-19 specific to the OUAC – OSAP mapping process that will direct students into their OSAP application at the time that they complete their application to OUAC.
- Introduced an in-course scholarship program which ensures that students retain support according to the following: 85-89.9% = \$1000; 90%-94.9% = \$1500; 95-100% = \$2000.
- Introduced a Transfer Scholarship program to better support transfer student recruitment from colleges and other universities and introduced a process to recognize graduates from the Independent Learning Centre for open entrance scholarship eligibility.
- Introduced new entrance scholarships to support:
 - o Specialist High Skills Majors
 - o Intern. Baccalaureate (IB) /Adv. Placement (AP)
 - o Skills Competitions
- Collaborate with campus partners on initiatives that support the financial well-being of students:
 - o Career Services – enhancing the Work Study Program with an experiential learning component.
 - o Outstanding Scholars – creating a more targeted intake of Outstanding Scholars candidates in Year One.
 - o Alumni and Donor Communications/University Campaign – review of processes to enhance and streamline the establishment of new awards and monitoring of existing awards.
 - o Early assessment of institutional support to enhance student recruitment efforts.
 - o Supporting financial literacy initiatives.

2. *Pursue strengths in research and graduate education:*

- Leveraging the Undergraduate Award Search function on myUWindsor, introduced an on-line application to support and streamline graduate need-based allocations (endowments and need-based).

3. *Recruit and retain the best faculty and staff:*

- Staff are encouraged to utilize the financial aid forums that exist to collaborate and share ideas with colleagues across the province and across the country. These opportunities

allow the staff to be more engaged in the work that they are doing as they navigate the myriad of policies and procedures that govern the administration of student financial assistance.

- Staff are encouraged to take advantage of professional development opportunities offered by the University of Windsor and by affiliated associations.
- Staff are also encouraged to set aside time during non-peak periods to improve upon a skill by utilizing the various on-line resources available, or enhancing their knowledge by reviewing government resources specific to financial aid administration.

4. *Engage and build the Windsor and Essex County community through partnerships:*

- SAFA staff regularly participate in Fall and Spring Open House events, the Ontario University Fair, Athletic-Coaches Information Sessions, Applicant Receptions, information events sponsored by local schools and school boards, and other recruitment events sponsored by various departments and Faculties at the University of Windsor.

5. *Promote international engagement:*

- SAFA supported approximately 330 international students with approximately \$525,000 in financial support including 92 Work Study positions.

FUTURE ACTIONS/INITIATIVES

- In a rapidly changing OSAP environment, ongoing and effective training of front-line staff will be even more essential to ensuring timely and accurate responses to student concerns.
- SAFA will continue to review our award management processes towards further simplifying the application process for students, automating and/or refining our work flow as we work towards the UWinsite implementation.
- Improved communications with academic departments and enhanced social media presence.
- SAFA will continue to review the administration of our institutional and donor-sponsored merit and need-based funding in order to optimize student recruitment efforts.
- To further empower students, continued promotion of student financial literacy based on materials developed by the enRICHed Start Program currently available to students via the myUWindsor student portal.
- Continue to improve processes for students experiencing financial hardship early in the academic year. These students may require information associated with their need-based bursary eligibility early in the cycle in order to be able to plan accordingly.
- For 2017-18 and 2018-19 students will be permitted to layer open entrance scholarship eligibility with donor-sponsored entrance awards in an effort to entice and provide an incentive for more students to apply for application-based entrance awards.

RECOMMENDATIONS FOR INSTITUTIONAL CONSIDERATION

President's Medal - Award

The President's Medal is awarded to a graduating student who has made an outstanding contribution to campus activities, while maintaining a superior academic record. Candidates must have a minimum cumulative average of 78.5% and must have taken a minimum of twenty courses at the University of Windsor. At this time, the selected recipient receives a medal only. SAFA has received a request to include a monetary award in conjunction with the President's Medal.

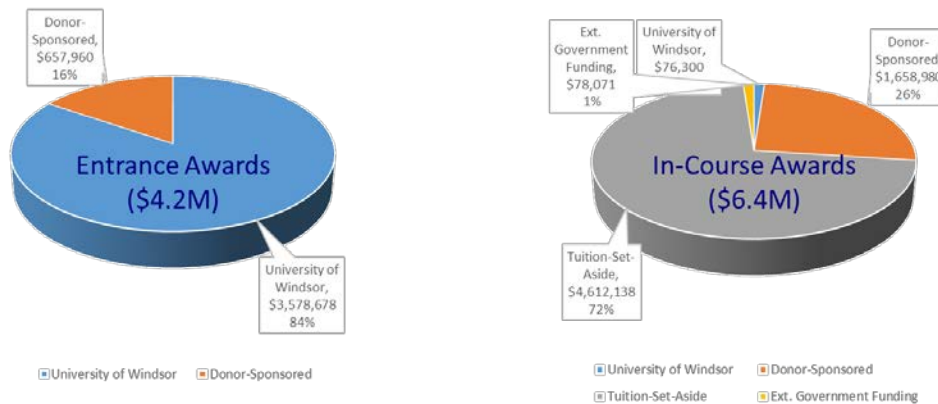
Things to consider:

- We currently do not offer a monetary award together with the Governor General Medals or the Board of Governor Medals (Graduating or In-Course).
- Should consideration be given to awarding a scholarship together with all of our medals?

Summary Data

DISTRIBUTION OF UNDERGRADUATE FINANCIAL AID (16-17) - SCHOLARSHIPS & BURSARIES

Total = \$10.6M

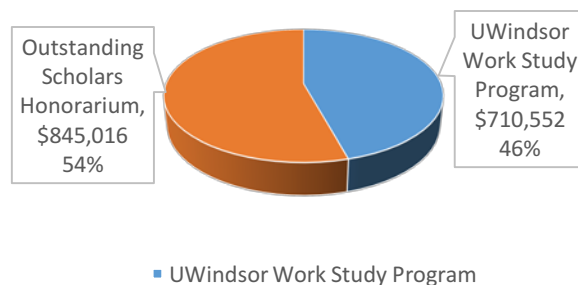


- Funding sources for entrance and in-course awards
- Tuition-set-aside funding is the portion of revenue from tuition increases that is required to be set-aside to be redirected to support need-based assistance.
- Renewable entrance awards are considered in the entrance award data only. UWindsor (Entrance Awards) spending includes allocations for athletic awards and the Outstanding Scholars Candidate Year Scholarship but not work study or outstanding scholar's earnings.

DISTRIBUTION OF UNDERGRADUATE FINANCIAL AID (16-17)

- WORK STUDY AND OUTSTANDING SCHOLARS

Total = \$1.5M

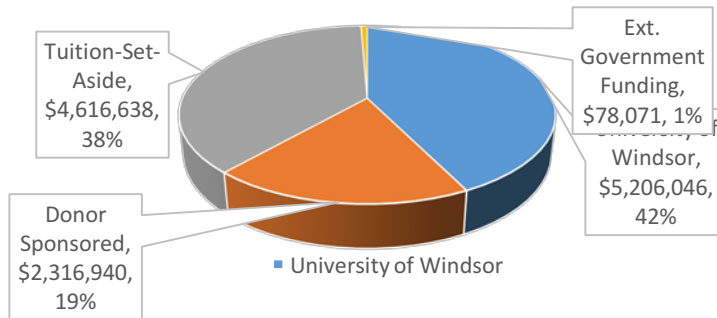


- UWindsor Work Study includes \$121,000 in international student earnings (42 undergraduates and 50 graduate students)

2016-2017 ANNUAL REPORT TO ACADEMIC POLICY COMMITTEE

DISTRIBUTION OF UNDERGRADUATE FINANCIAL AID (16-17) – ALL UNDERGRAD SPENDING

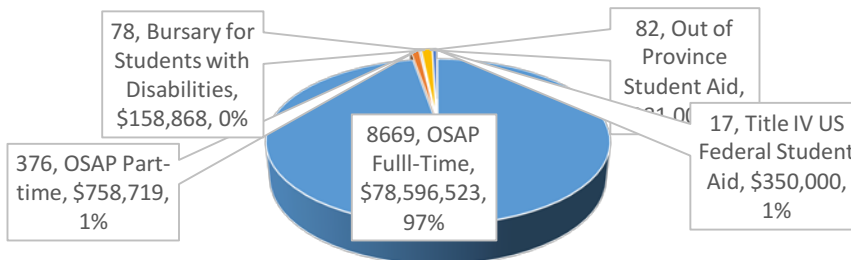
Total = \$12.1M



- Tuition Set-Aside funds need-based bursaries for both undergraduate and graduate students who qualify including commitments under the Student Access Guarantee (SAG) program.
- SAG is a partnership between UWindsor and the Ontario government that ensures that qualified students are able to receive enough non-repayable aid to cover their tuition, fees and books when these are above the usual range of costs covered by OSAP.

DISTRIBUTION OF FINANCIAL AID (16-17) – GOVERNMENT PROGRAMS

Total = \$80.8M



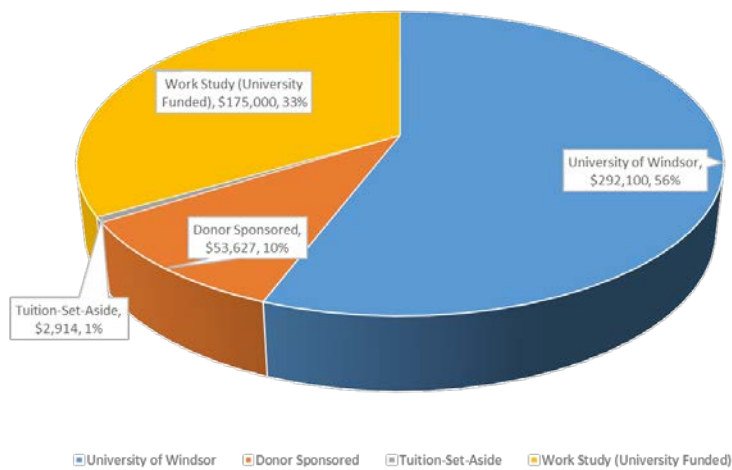
- OSAP Full-Time
- OSAP Part-time
- Bursary for Students with Disabilities
- Out of Province Student Aid
- Title IV US Federal Student Aid

- The reporting year for government student aid programs is Sept 1 – Aug 31.
- Government financial aid programs support both undergraduate and graduate domestic students.
- Title IV US Federal Student Aid supports students with US citizenship.
- \$32 million in government sponsored student aid (grants and loans) was applied to student accounts to cover all or a portion of a student's balance owing.

2016-2017 ANNUAL REPORT TO ACADEMIC POLICY COMMITTEE

DISTRIBUTION OF UNDERGRADUATE FINANCIAL AID (16-17) – INTERNATIONAL STUDENTS

Total = \$524,000

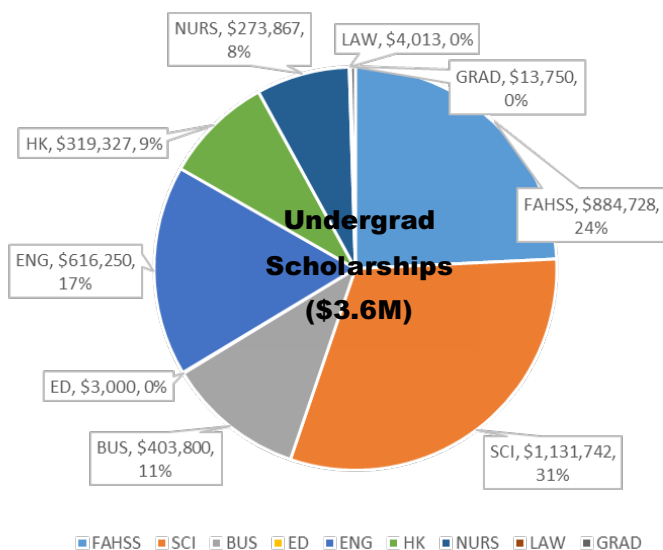


- Work Study figure represents funds allocated/approved for students and not the actual income earned. Many students do not earn their full allocation.
- Work Study allocations includes \$99,000 directed to international graduate students.

HOW UNDERGRADUATE FINANCIAL AID IS DISTRIBUTED ACROSS PROGRAMS

Undergraduate Scholarships

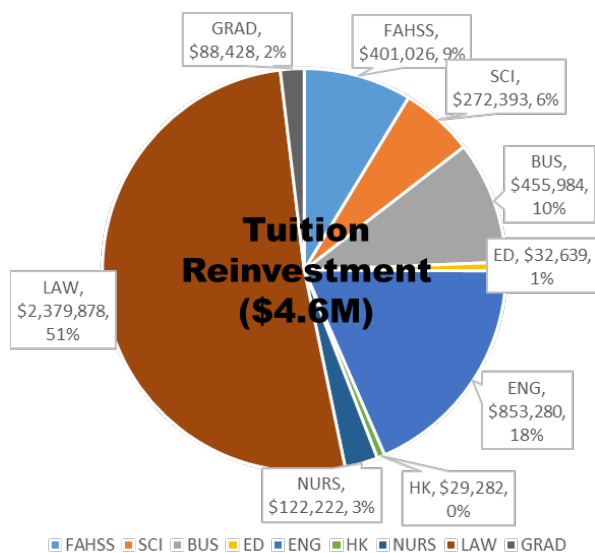
Total = \$3.6M



- Above values represent institutional spending on scholarships and bursaries only and does not include donor-sponsored awards, work study or Outstanding Scholars earnings.
- 'Grad' spending is specific to athletics scholarship allocations.

Tuition Reinvestment

Total = \$4.6M

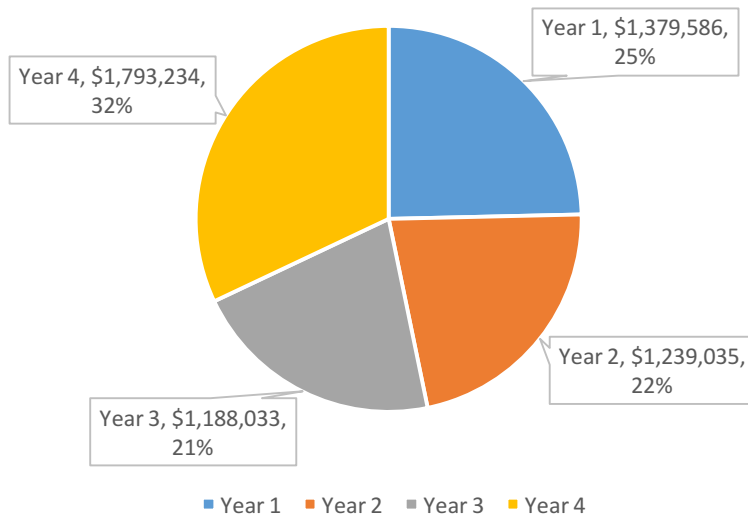


- Graduate tuition reinvestment spending is specific SAG and general need-based assistance.

2016-2017 ANNUAL REPORT TO ACADEMIC POLICY COMMITTEE

FINANCIAL AID DISTRIBUTION (16-17) – OSAP RECIPIENTS ACROSS ACADEMIC LEVELS

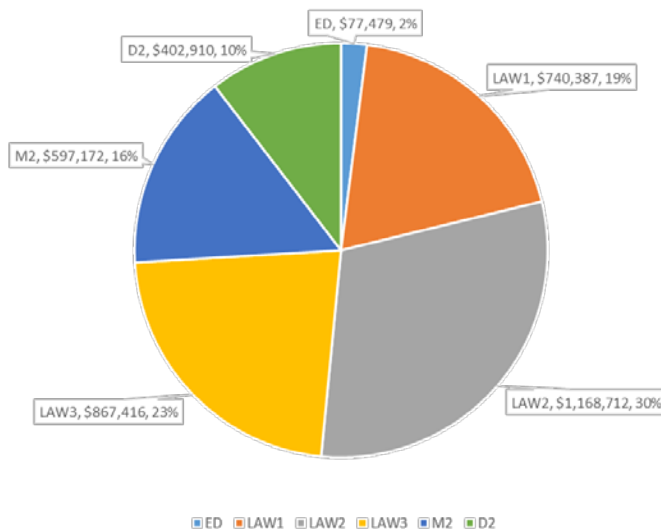
- Undergraduate
- Total = \$5.6M, N=6431



- Represents the amount of financial assistance (institution merit and need-based not including work study or outstanding scholar's earnings) allocated to students in year 1 through 4 who are in receipt of OSAP assistance.

FINANCIAL AID DISTRIBUTION (16-17) – OSAP RECIPIENTS ACROSS ACADEMIC LEVELS

- Graduate & Professional
- Total = \$3.85M, N=1068



- Represents the amount of financial assistance (institution merit and need-based not including work study or outstanding scholar's earnings) allocated to students in graduate or professional programs who are in receipt of OSAP assistance.

Newly Established Awards in 2016-2017

BROOKE WHITE LEADERSHIP AWARD

One award granted annually to a full-time undergraduate student in Semester 5 or greater in any program. Based on financial need and involvement in on-campus and/or community activities, specifically in a leadership or mentoring role. Candidates must be Canadian Citizens or Permanent Residents (includes those with Protected Persons status). If you have applied for a "University of Windsor In-course Bursary" by the bursary deadline through this award search, you will automatically be considered for this award. This award was established to recognize Brooke White's contribution and to celebrate her passion for helping students. During her time on campus Brooke White supported and mentored many students and assisted them with achieving personal and academic success.

COSTCO WHOLESALE LEADERSHIP SCHOLARSHIP IN BUSINESS

One award granted annually to a full-time undergraduate student in Year 1 or 2 in Business Administration who is a graduate of a high school in Windsor or Essex County. Based on demonstrated leadership ability and community involvement. Financial need may be a consideration. Candidates must be Canadian Citizens or Permanent Residents (includes those with Protected Persons status).

CROWN WARD BURSARY IN MEMORY OF JUSTICE HEIDI LEVENSON POLOWIN

One award granted annually to a full-time Law student who was a Crown Ward as a youth and can demonstrate financial need. Preference will be given to a student from the Grey Bruce area. Candidates must be Canadian Citizens or Permanent Residents (includes those with Protected Persons status).

DAVID W. BURKE SCHOLARSHIP IN COMMUNICATION STUDIES

One award granted annually to a full-time student working towards a degree in Communication, Media & Film, with the highest cumulative grade point average after the end of Year 3. Candidate must be Canadian Citizen or Permanent Resident (includes those with Protected Persons status).

PETE MATEJA AWARD IN MARKETING

One award available to an undergraduate student in the Odette School of Business in Semester 5 or greater who is currently concentrating in the area of marketing. The applicant will have demonstrated academic success by being in good standing. The applicant will be an active member of the Odette Marketing Association (OMA) and have an interest in pursuing a career in marketing. Applicants of polish descent are given additional consideration.

RON & MYRIAM KAYE SCHOLARSHIP

One award granted annually to a full-time undergraduate student in any year of study in Chemistry & Biochemistry. Based on financial need and good academic standing.

TUCKER BACHELOR OF ARTS AND SCIENCE SCHOLARSHIP

One scholarship will be awarded annually to a full-time undergraduate student in the 8th semester of a Bachelor of Arts and Science degree, who is planning on pursuing post graduate studies and has demonstrated volunteer/work experience which has benefited the greater community. Candidates must be a Canadian Citizens or Permanent Residents (includes those with Protected Persons status).

UNHCR/W5/WINDSOR LAW REFUGEE STUDENT BURSARY

Presented to a first year law student with refugee status (current or past). Student must demonstrate financial need and high academic performance (minimum 75% cumulative average). Contribution to the community will be considered.

Activated Awards in 2016-2017

\$1000 UNIVERSITY OF WINDSOR TRANSFER SCHOLARSHIP

Full-time undergraduate students who are direct transfers from a Canadian or International College or University (excluding Law and Education) with a transfer average of 85% or greater may be eligible. To be considered, candidates must meet the following eligibility criteria:

- Must be eligible for a minimum of three transfer credits
- Must have attended a minimum of 2 semesters of full-time studies in an academic program at a college or university
- Must have been a registered college/university student for at least one full-time semester in the academic year immediately preceding the start of full-time studies at the University of Windsor.

\$500 UNIVERSITY OF WINDSOR TRANSFER SCHOLARSHIP

Full-time undergraduate students who are direct transfers from a Canadian or International College or University (excluding Law and Education) with a transfer average between 80% - 84.9% may be eligible. To be considered, candidates must meet the following eligibility criteria:

- Must be eligible for a minimum of three transfer credits
- Must have attended a minimum of 2 semesters of full-time studies in an academic program at a college or university
- Must have been a registered college/university student for at least one full-time semester in the academic year immediately preceding the start of full-time studies at the University of Windsor.

ALFRED RUSSELL WALLACE EXPLORATION FELLOWSHIP

Two awards granted to a full-time, 3rd or 4th year student enrolled in a Biological Science program that is pursuing a research or experiential learning opportunity in organismal biology, with preference going to those conducting the research outside the local area. The successful applicant will be selected in a competition established and conducted by a committee under the supervision of the Head of the Department of Biological Sciences. The successful applicant must be a current Biological Science student and student must remain in good standing. Applicants must include a short (two paragraph) description of the research/learning opportunity and how the opportunity will further their career interests.

ALUMNI ASSOCIATION AWARD FOR INTERNATIONAL STUDENTS

Four awards available annually for international students who have excelled at the University of Windsor both academically and socially and who have demonstrated leadership skills through their involvement in campus activities. This can be demonstrated through their participation in campus clubs, societies, groups, and/or other activities geared towards the development of themselves or others. These awards are open to full-time undergraduate and graduate international students with a minimum cumulative average of 70% who have completed a minimum of one year at the University of Windsor.

CAMELLO DOCTOR FAMILY MUSIC HERITAGE AWARD

Two awards will be available annually. Applicants must be full-time undergraduate students entering Year 1 of the Music program. Based on academic merit (minimum 70% admission average required). Candidates must be Canadian Citizens or Permanent Residents (includes those with Protected Persons status). The award was established to recognize Bachelor of Music students who excel at the audition for entering students.

CANADIAN FEDERATION OF UNIVERSITY WOMEN WINDSOR AWARD (ENGINEERING)

Awarded to a full-time Year 2, 3 or 4 female Engineering student, based on good academic standing (minimum cumulative average of 73% required) and financial need. Candidates must be Canadian Citizens or Permanent Residents (includes those with Protected Persons status), meeting OSAP Ontario residency requirements.

DR. EDWARD KING BURSARY (OPUS)

One bursary is offered annually by the Organization of Part-time University Students (OPUS). This bursary is dedicated to Dr. Edward King for his years of service on the OPUS Board of Directors and University of Windsor Board of Governors for over 20 years. The number of bursaries varies from year to year, based on demand and financial resources as determined by the OPUS Board of Directors. Eligible applicants must be registered as part-time students, be in good academic standing and have demonstrated financial need. Recipients must be a Canadian Citizen or Permanent Resident (includes those with Protected Persons status), meeting OSAP Ontario residency requirements. Award is renewable through reapplication in subsequent years provided qualifying conditions are met.

DR. MICHAEL & ANN KANE SCIENCE SCHOLARSHIP

One award granted annually to a full-time undergraduate student in Year 4 in Chemistry/Biochemistry or Biology. Based on academic standing (minimum cumulative average of 85% required). Financial need may be a consideration. The scholarship will alternate between the two programs, awarded to Chemistry/Biochemistry in even numbered years and to Biology in odd numbered years. Candidates must be Canadian Citizens or Permanent Residents (includes those with Protected Persons status).

DR. MING OUYANGE SCHOLARSHIP

One award of \$1500 are available for 2017/18. Awarded to a full-time undergraduate student in Year 3 or Year 4 of the Bachelor of Commerce Program with a concentration in Marketing. Based on academic standing (minimum cumulative average of 70% is required), an interest in pursuing a career in marketing and active membership in the Odette Marketing Association/Society (OMA). Applicants must submit a 500 word summary outlining your interest in the marketing profession, your involvement - including in the OMA, the community, other on-campus activities or professionally - that has led to your academic success within the marketing concentration. Candidates must be Canadian Citizens or Permanent Residents (includes those with Protected Persons status).

INTERN. BACCALAUREATE (IB) /ADV. PLCMT (AP) SCHOLARSHIP

Value: \$1,000. Students who have completed an International Baccalaureate (IB) or an Advanced Placement (AP) Program who are entering a full-time undergraduate program at the University of Windsor directly from full-time high school studies with a minimum entering average of 80% may be considered for this scholarship. Proof of completion of the International Baccalaureate (IB) or Advanced Placement/Enriched (AP) Program is required.

JOHN CHRISTOPHER BEER BURSARIES IN ENGLISH

Up to 3 bursaries awarded annually to full time undergraduate students registered in the English program who have demonstrated financial need. Recipients must be a Canadian Citizen or Permanent Resident (includes those with Protected Persons status), meeting OSAP Ontario residency requirements and be in good academic standing.

LUCASWORKS! ENTREPRENEURSHIP SCHOLARSHIP

Awarded annually to a full-time female undergraduate student, enrolled in the Odette School of Business, who demonstrates an interest in entrepreneurship by participating in start-up programs in the EPICentre. Applications are accepted from students in Year 2, 3 and 4 who have a minimum cumulative average of 73% and proven financial need. Candidates must also submit a statement (minimum of 500 words) outlining their interest in entrepreneurship.

MAHMOUD CHEHAYBER BURSARY

One award granted annually to a full-time undergraduate student in the Faculty of Science. Based on good academic standing and financial need. Preference is given to a chemistry student. Candidates must be a Canadian Citizens or Permanent Residents (includes those with Protected Persons status), meeting OSAP Ontario residency requirements.

MRS. RENEE KING (DUFOR) MEMORIAL - EDUCATION AWARD

Awarded annually to a full-time first year Education student from the Windsor-Essex County area who is studying to be a Primary Teacher. Candidates must be a Canadian Citizens or Permanent Residents (includes those with Protected Persons status). Financial need may be a consideration.

MULTICULTURAL COUNCIL OF WINDSOR AND ESSEX CINA RADIO AWARD

Value: \$1,500. One award granted annually to a Year 2, 3 or 4 full-time undergraduate student in the School of Creative Arts - Music or the School of Dramatic Art - Theatre, for outstanding creative work in his/her respective area of study. Creative work is considered to be the writing of plays, scores and lyrics. Performance in plays or concerts (instrument and/or voice) is also included. This award was established by the Multicultural Council of Windsor and Essex County with support from CINA Radio 102.3 to develop Canadian talent in the arts. Assigned by Faculty in the School of Creative Arts and the School of Dramatic Art.

NODDER HAYES VISUAL ARTS SCHOLARSHIP

Awarded annually to a full-time undergraduate first year student in the Visual or Fine Arts Program. Candidates must be a Canadian Citizens or Permanent Residents (includes those with Protected Persons status). Financial need may be a consideration. To be considered, applicants for this award must submit a short essay explaining why the visual arts are a critical facet of a better society. Submissions will be adjudicated by a committee from the School of Creative Art.

SPECIALIST HIGH SKILLS MAJOR SCHOLARSHIP

Students who have completed the Specialist High Skills Major Program and entering directly from full-time high school studies into Year 1 of a full-time undergraduate program at the University of Windsor with a entering average of 80% or greater may be considered for this scholarship. Proof of completion of the Specialist High Skills Major Program is required.

UFCW 459 ACTION CENTRE AWARD

One or more awards of up to \$5,000 are available annually for students in any program, faculty or year of study who were employed by, or who are spouses, children or grandchildren of someone who was employed by, Heinz in Leamington at the time of the plant closure. Candidates must be in good academic standing and registered in at least 40% of a full course load for their program of study. Recipients may receive the award once in their academic career. Confirmation of affiliation from the UFCW 459 Action Centre is required.

UNEARTHING AND RECOGNIZING POTENTIAL AWARD

One award granted annually to a full-time undergraduate student in Year 2, 3 or 4 or graduate student who has a documented learning disability (must be registered with Student Disability Services). Based on academic standing and financial need. Candidates must be Canadian Citizens or Permanent Residents (includes those with Protected Persons status). This award was established to recognize a student's determination, perseverance and commitment to the advancement of their education. Candidates must demonstrate noteworthy commitment and perseverance to learning or innovations as well as demonstrate citizenship and a commitment to the betterment of the circumstances of others. In addition to, and in support of, the online application, candidates are asked to demonstrate determination, perseverance and commitment through any form that best presents their strengths, i.e. video, PowerPoint presentation, essay, artwork, etc.

UNIVERSITY OF WINDSOR ENTRANCE SCHOLARSHIP CONSIDERATION FOR ILC GRADUATES

This application is for ILC students wishing to be considered for the University of Windsor's Open Entrance Scholarship Program. Students must be entering a full-time undergraduate program at the University of Windsor directly from full-time high school studies with a minimum entering average of 80% may be considered for a University of Windsor Open Entrance Scholarship. A student's top six, 12 U or M level courses or equivalent are used to determine the final scholarship average. NOTE: To be considered, the candidate must not have taken a break from high school studies for a period of 12 months or more prior to their grade 12 year).

UNIVERSITY OF WINDSOR SKILLS COMPETITION SCHOLARSHIP

Awarded based on verified participation at a specified skills competition at the University of Windsor. To qualify, students must be entering directly from full-time secondary school studies into a first year, undergraduate program at the University of Windsor. Scholarships are awarded on the basis of the terms and conditions that specific to each competition award. Award winners must submit to the Student Awards and Financial Aid office their completed and signed acknowledgement letter. Further information can be found at www.uwindsor.ca/awards/skills-competition-scholarships.

Contact Information

Submitted to: Academic Policy Committee
Date: September 6, 2017

Report prepared by: Marian Doll, Director
Student Awards & Financial Aid

Reviewed by: David Butcher, Executive Director
Budgets & Financial Services

Sandra Aversa, Vice-President
Planning & Administration