



STUDENT SERVICES

Concordia Council on Student Life

CCSL Committee Participation Recognition Program (CPRP) Eligibility Requirements

In order to encourage student involvement in university governance and to acknowledge and reward individual student participation, a financial award is made available to students sitting on major University committees. Funds will be disbursed according to the following guidelines:

Eligible Governing Bodies:

- [Concordia Council on Student Life \(CCSL\)](#)
- [Senate](#)
- [Board of Governors](#)
- [Arts & Science Faculty Council](#)
- [John Molson School of Business Faculty Council](#)
- [Fine Arts Faculty Council](#)
- [Gina Cody School of Engineering & Computer Science Faculty Council](#)
- [Council of the School of Graduate Studies](#)

Eligibility Requirements:

- Must be a currently registered undergraduate or graduate student appointed by their respective umbrella association for the duration of their appointment on the governing body.
- **Salaried** executives and employees of student associations or the university who participate in committees as part of their paid workload are **not** eligible.
- Eligible students should sit on at least one sub-committee when possible.
- A student may miss one meeting without running the risk of forfeiting the financial award. The student may also miss a second meeting **with a valid reason**. However, in both cases, the student **must communicate their absence** to the relevant committee secretary **in writing and in advance** of the meeting. The reason for the absence must be clearly stated. Supporting documentation may be required.
- Missing more than two (2) scheduled meetings for any reason during the academic year will disqualify the student from receiving the financial award.
- The final decision on what constitutes a “valid reason” will be the responsibility of the Chair of CCSL.
- A student who resigns from the committee before fulfilling their term, for any reason, will automatically forfeit the financial award.

Participation Awards

- Students do not need to apply for the financial award: the Office of Student Life and Engagement will contact all eligible students at the end of the academic year.
- At the beginning of the academic year, the secretary of CCSL will remind each umbrella association and committee secretary of the existence of the participation award and request that the information is provided by the umbrella association to all student committee members.
- Each umbrella organization is responsible for ensuring that students are aware of the award and criteria for participation in any of the governing bodies to which they appoint student representation.
- It is the student's responsibility for ensuring they have the up-to-date meeting schedule for the governing body in question.
- The participation recognition is equivalent to a maximum of six (6) credits per year at the Québec resident tuition rate. Students who participate on more than one governing body are eligible for a maximum of up to twelve (12) credits at the Québec resident tuition rate, for which they must be registered in the same academic year.
- Students who are appointed to the governing body late in the semester will still be eligible for the financial award. The amount of their financial award will be pro-rated to the number of meetings for which they were an active representative on the committee.
- Financial awards will be processed at the end of the academic year or end of the meeting schedule of the committee.
- Funds for the awards will come from the CCSL Special Projects Fund.
- Students will be advised of their eligibility by the CCSL secretary once all governing body meetings have ended for the year and must provide the CCSL secretary with their Student ID, Concordia Employee ID (if applicable), Social Insurance Number, current address and telephone number.

Approved by CCSL 2009-2010

Amended by CCSL September 19, 2014

Amended by CCSL November 20, 2020