Co-Curricular Record Policy

Category: Academic – Students, Teaching, Faculty
Approval: Senate
Responsibility: Associate Vice-President Students
Date: August 2010, Last Revised June 2017

Definitions:

Student:

Is an individual interested in developing a co-curricular record. Students will be required to select and request recognition for their achievements through the record software. Requests will be forwarded to a validator to approve a student's achievement. In addition, a student can submit a request for a new position to be added to the co-curricular activities database.

Validator:

Is an individual responsible for approving or declining requests for an activity to be added to a student's co-curricular record. This individual is the staff, faculty or student who oversees, coordinates or facilitates a particular activity (group, club, event, workshop, or other activity) and can verify the authenticity of a student request, in consultation with other stakeholders as necessary. The modification or decline of a request will be at the discretion of a validator, based on their knowledge of the circumstances. A validator can also submit a request for a new position to be added to the co-curricular activities database.

Co-Curricular Record Portal Administrator:

Is an individual responsible for approving or declining requests for an activity to be added to the co-curricular record system for all students to access. An administrator will be responsible for assigning validators to a particular activity (group, club, event, workshop, or other activity). This individual is the staff, student or faculty within a specific unit who will be recognized by the Co- Curricular Record Task Force. An administrator may not approve an activity unless it meets the criteria set out in the "Policy Statement" section below.

Co-Curricular Record Portal Manager:

Is an individual responsible for approving or declining requests for an activity to be added to the co-curricular record system, creating accounts for co-curricular record portal administrators, training students, staff and faculty on the usage of the co-curricular record portal, ensuring consistency of event and position details in the database and any other duties connected to the maintenance, administration and overall delivery of the co-curricular record system.

Co-curricular Record Task Force of CASSC:

Is a task force of the College and Student Services Committee responsible for overseeing the implementation of the co-curricular record at Trent University and the annual review of this policy. The Terms of Reference for the task force is set by CASSC and reviewed annually.

Purpose/Reason for Policy:

The purpose of this policy is to:

- provide standards and guidelines for acceptable events, student volunteer and leadership positions, awards and certificates that will be acknowledged on the co-curricular record; and
- provide protocol on administering the co-curricular record.

The purpose of the co-curricular record is to:

- contribute to the creation of a 'culture of involvement' by recognizing and encouraging meaningful student engagement;
- maximize and support opportunities for student learning and reflection that occur as a result of student involvement;
- complement the academic transcript; and
- serve as a search tool for students wishing to connect with a multitude of involvement opportunities at Trent.

The benefits of the co-curricular record include:

- providing students with a validated and authenticated record of their involvement and achievements while at Trent University.
- providing students with a tool for framing involvement in job and graduate school applications.
- complementing the Academic Transcript by providing students with a tool to help them identify, evaluate and reflect on the learning and skill development that occurred as a result of engagement in co-curricular activities.
- contributing to an enhanced culture of student involvement at Trent University.

Scope of this Policy:

This policy applies to all Trent students who create a record as well as those students, staff and faculty who will be responsible for validating information.

Policy Statement:

The co-curricular record is an official Trent University document that acknowledges student non-academic achievements.

Objectives:

- To provide students with an opportunity to reflect on the learning outcomes from their co-
- curricular experiences.
- To provide students with a transcript documenting their co-curricular involvement that can be used for personal tracking, or to assist in the preparation of a job application.

- To encourage students to become involved in campus life, by contributing to the creation of a 'culture of involvement'.

Inclusion Guidelines:

The co-curricular record will track achievements that meet the following criteria:

1. Activity provides students with meaningful learning opportunities
   - To ensure that activities provide meaningful learning opportunities for students, learning outcomes must be identified by the student to reflect the learning that occurred.
   - Learning outcomes will be organized in the following categories:

     Valuing Diversity, Collaboration, Effective Communication, Enhanced Self-Awareness, Healthy Behaviour, Intellectual Growth, Intentional Learning, Leadership Development, Social Responsibility, Spiritual Awareness. A list of learning outcome statements is included in Appendix B to this policy.

   - Activities should allow students to make meaningful contributions to the Trent Community, to develop transferable skills and to embody a commitment to holistic learning.
2. Activity is co-curricular in nature and is not required for degree credit
   - The co-curricular record recognizes student involvement that is not a requirement of a particular course or program, but that complements students' curricular (academic) learning.
   - On-campus paid positions may be included, provided that they meet the other inclusion guidelines.
3. Activity meets validation process requirements
   - All activities on the co-curricular record are validated.
   - Only those activities that are affiliated with the University and can be validated by a member of the Trent University community are eligible for co-curricular record recognition.
   - Validations are made at the discretion of the validator, based on their knowledge of the student's participation in the activity/position. Validators may consult widely in order to obtain verification of student involvement. If the necessary attendance sheet or list of membership is not available or provided to the validator, s/he has the right to decline the position.

Annual Cycle:

- Those activities that occur on an annual basis will be reviewed and verified each fall by the Co-Curricular Record Portal Administrator or designate to ensure that contact information, activity descriptions and learning outcomes are updated.
- All activities for an academic year (September 1st-July 31st) must be validated no later than the 31st of July.

Retroactive Activities:

If a student wishes to add an activity from a past year (retroactively), the student is responsible for:

(a) Communicating with the position Contact Person.
(b) Providing documentation which verifies participation in the identified activity

(c) Requests for adding activities retroactively will be assessed on a case-by-case basis by the Campus Programs Coordinator.

Resolution of Disputes:

- If a validator declines recognition of a position and the student in question disagrees with this decision, they are encouraged to come to agreement with the validator. If this is not possible, the disagreement will be referred to the Coordinator, Campus Programs and/or the AVP Students (as needed), and a decision will be made. If the student wishes to appeal this decision, their request will be referred to the Co-Curricular Record Task Force. All concerns should be brought to the Coordinator, Campus Programs within 30 days of the declined activity.

Opportunity Directory:

- The opportunity directory, a tool which allows students to search for involvement opportunities on campus, shares a database with the co-curricular record.
- Most activities, with the exclusion of awards, will be enabled for inclusion in the opportunity directory. The Coordinator, Campus Programs may use discretion if an activity seems to be inappropriate for inclusion.

Responsibilities:

This policy has been developed and will be reviewed annually by the College And Student Services Committee (CASSC). The implementation of this policy is within the portfolio of the Associate Vice President Student Services, delegated to the Campus Programs Coordinator. This policy will be reviewed annually by the Co-Curricular Record Task Force.

Contact Officer:
Associate Vice-President Students

Date for Next Review:
2018-2019 winter term

Related Policies, Procedures & Guidelines
a) N/A

Policies Superseded by This Policy:
a) N/A