



## Department of Occupational Therapy

### Policy 19.0. *Student Awards and Honors*

#### **POLICY PURPOSE**

To provide guidelines for graduate awards selections.

#### **POLICY STATEMENT**

Students Affairs Committee provides oversight of the Student Awards/Honor selection.

#### **PROCESS + PROCEDURES**

1. A representative of the Student Affairs Committee completes Student Awards materials and applications during Spring Semester. The recipients of the awards are shared with the Department Chair, Alpha Eta representative, Office Manager, and the Dean's Office.
2. By the end of February, the students selected for consideration for the CAHS Awards (Bard, Vericella Faculty – Spouse Award) are completed. Because many forms require the student's signature, forms may be collected prior to this date while students are on campus.
3. The committee initiates faculty nominations for the Faculty, Bradley, Carassco, Iwama, and Prendergast Awards.

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