

UNIVERSITY OF MANITOBA POLICY

Policy:	CO-CURRICULAR RECORD
Effective Date:	June 23, 2010
Revised Date:	September 1, 2013
Review Date:	September 1, 2023
Approving Body:	Senate
Authority:	
Responsible Executive Officer:	Vice-President (Academic) and Provost
Delegate:	Director, Student Life
Contact:	Director, Student Life
Application:	Students, Staff and Faculty

Part I Reason for Policy

- 1.1 The University of Manitoba values the contributions of its students, staff and faculty in the community. The University of Manitoba is committed to delivering an exceptional student experience and ensuring our students have a variety of experiential education opportunities including, but not limited to, undergraduate research, community service learning, and international exchanges.
- 1.2 The reason for this policy is to provide formal recognition of student's co-curricular activities through a Co-Curricular Record (CCR). The CCR is a formalized university-certified record of University-approved and facilitated activities that support student development in venues that are not for academic credit. The CCR will be available to students in addition to the academic transcript, as a clear statement of involvement in activities that support holistic student development.

Part II Policy Content

- 2.1 Apart from a student's academic learning, experiences in campus programs that are of a developmental nature are considered desirable as part of the university experience, and as such, warrant recognition. This recognition shall take the form of the CCR.

- 2.2 Areas of recognition that shall be recognized on the CCR shall include: Governance, Leadership, Service-Learning, Foundational Skill Development, Awards and Participation/Volunteerism.
- 2.3 Student participation in Governance activities recognized on a student's transcript in accordance with the Policy on Student Recognition for Committee Participation, as approved by Senate in 1979, shall be recognized on the CCR as of September 2010.
- 2.4 Activities recognized on the Transcript Annex as of June 2010 will be recognized on the CCR as of September 2010.
- 2.5 Only activities that were previously recognized on the Academic Transcript or Transcript Annex will be noted on the CCR for September 2010.
- 2.6 All programs that were not on the Transcript Annex or Transcript can only receive recognition starting September 2011, the inaugural year the CCR program applications were reviewed.
- 2.7 University of Manitoba co-curricular programs may appear on the CCR following application of the relevant department/program and approval of the CCR Review Committee. Departments and/or programs must apply to be recognized on the CCR.
- 2.8 The Co-Curricular Record Review Committee shall approve applications for recognition and review all programs recognized on the CCR at the end of each term (December, April, and August).

Part III Accountability

- 3.1 The Office of Legal Counsel is responsible for advising the Vice-President (Academic) and Provost that a formal review of this Policy is required.
- 3.2 The Director of Student Life is responsible for the implementation, administration and review of this Policy.
- 3.3 All Staff, Faculty and Students are responsible for complying with this Policy.

Part IV Authority to Approve Procedures

- 4.1 The Vice-President (Academic) and Provost may approve Procedures which are secondary to, and comply with this Policy.

Part V Review

- 5.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Policy is September 1, 2023.
- 5.2 In the interim, this Policy may be revised or repealed if:
- (a) the Vice-President (Academic) and Provost or Approving Body deems it necessary or desirable to do so;
 - (b) the Policy is no longer legislatively or statutorily compliant; and/or
 - (c) the Policy is now in conflict with another Governing Document.
- 5.3 If this Policy is revised or repealed, all Secondary Documents will be reviewed as soon as reasonably possible in order to ensure that they:
- (a) comply with the revised Policy; or
 - (b) are in turn repealed.

Part VI Effect on Previous Statements

- 6.1 This Policy supersedes all of the following:
- (a) Student Recognition re: Committee Participation, March 9, 1976;
 - (b) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
 - (c) all previous Administration Governing Documents on the subject matter contained herein.

Part VII Cross References

- 7.1 This Policy should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
- (a) [Co-Curricular Record Procedure](#)