

## SUNY Delhi Student of the Year Award Application Checklist

This page should be submitted to Nick Wagner, Assistant Director of Student Activities in 221 Farrell Center.

Your application will NOT be marked complete without this and all components.

You will be emailed when your application is complete.

(Please Print)

Name: \_\_\_\_\_

800 \_\_\_\_\_ Farrell Mailbox: \_\_\_\_\_

Phone Number: (\_\_\_\_)\_\_\_\_-\_\_\_\_\_ Campus Email: \_\_\_\_\_@live.delhi.edu

First Semester at Delhi (example, Spring 2010): \_\_\_\_\_

**Associate or Baccalaureate**

(Circle One)

*Candidates are only eligible to win one award per calendar and academic year.*

### Please Complete the Following Regarding References:

Name of Academic Reference: \_\_\_\_\_

Name of Administration Reference: \_\_\_\_\_

### Please initial on the line before each item to acknowledge agreement:

\_\_\_\_\_ I have submitted my petition to graduate and meet all the eligibility requirements.

\_\_\_\_\_ A copy of my Academic Transcript has been submitted.

\_\_\_\_\_ A copy of my Co-Curricular Transcript has been submitted.

\_\_\_\_\_ An instructor has agreed to be a reference for me.

\_\_\_\_\_ An administrator has agreed to be a reference for me.

\_\_\_\_\_ I have completed and submitted my self-nomination.

I hereby acknowledge that all information is complete and accurate to the best of my knowledge. I understand that it is my responsibility to ensure that reference letters are turned in on time and late reference letters or applications will not be accepted.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**Any questions, contact Nick Wagner, Assistant Director of Student Activities  
221 Farrell Student and Community Center  
wagnernm@dehi.edu, 607-746-4842**

**SUNY DELHI**  
**Student of the Year Process and Criteria**  
**Spring 2017**

**Definition**

A Student of the Year Award may be presented at each commencement ceremony to an associate degree recipient and a baccalaureate degree recipient. The award seeks to recognize students who have demonstrated excellence in academics, leadership and service. Eligibility requirements are listed below.

**Committee**

All applications will be submitted to the chair of the Student of the Year Committee. The committee for review will consist of the chair, college staff members and students. The advisor to the Student Senate will approve all committee members.

**Eligibility**

All applicants must meet all four of the following conditions:

1. A full-time student matriculated in and graduating from an associate degree program at the time of the award, or a full time student matriculated in and graduating from a bachelor degree program at the time of the award.
2. Must complete the appropriate application and submit it by the publicized date.
3. Must have a **CUMULATIVE GRADE POINT AVERAGE** of at least **2.25** at the end of the semester prior to graduation and a midterm grade that meets the eligibility to graduate.
4. Must not have previously been a Student of the Year Award recipient in the academic or calendar year in which this award is bestowed.

**Important Dates**

**Wednesday, March 8, 2017**

Applications available.

**Friday, April 7, 2017, by 4:00pm**

*All components* of the application are due in the Office of Student Activities in 221 Farrell Center.

**Wednesday, May 10, 2017**

Student of the Year Award recipients will be announced at the Student Senate Banquet. All applicants are invited to attend.

**Selection Criteria**

All applicants will be rated according to the criteria (A through F) listed below.

**A. Academic Achievement:** (Maximum Points= 50) Please provide a current transcript showing current academic achievement.

Cumulative Average	Point Score	Cumulative Average	Point Score
2.25-2.50	15	3.26-3.50	35
2.51-2.75	20	3.51-3.75	40
2.76-3.00	25	3.76-3.99	45
3.01-3.25	30	4.00	50

**B. Evaluations:** Applicants must submit one evaluation from a campus faculty member and an administrator described below along with the self-nomination letter. Both reference letters and the self-evaluation can be sent either electronically to Nick Wagner (wagnerm@delhi.edu) or via campus mail to Nick Wagner, 221 Farrell Center. Applicants can only submit two reference letters. The self-nomination is outlined below. (Letters and the self-nomination will be reviewed by the committee using a rubric and awarded up to 10 points each for a maximum of 30 points.) The last two pages of this application are to be given to the references.

**Note:** Evaluations from instructors and staff **will not** be accepted after the application deadline. It is the **applicant's** responsibility to ensure that all evaluations are received on time. You will be emailed when a letter is received on your behalf.

1. **Instructor Evaluation\*:** Applicant will provide ONE evaluation from a faculty member whom you have taken a class with. The evaluator will be asked to address the applicant's attitude, leadership, participation, in class and willingness to learn.

2. **Administrative Evaluation\*:** Applicant will provide ONE evaluation by a campus administrator. The evaluator will address the applicant's dedication to tasks, assistance with and participation in College/hall/club activities and the applicant's enthusiasm and willingness to give of his/her abilities.

\*Student of the Year Committee members are ineligible to write letters of recommendation.

3. **Self-Nomination:** In a two page essay, please describe to the committee why you should be selected as the Student of the Year. Please note, spelling, grammar and essay structure will be taken into consideration when awarding points.

**Instructions for Sections C, D and E:** Please read carefully the following sections and provide the required information as honestly and concisely as possible. **The applicant must complete a Co-Curricular Transcript which is recorded with a staff member of Student Activities and once completed can be obtained from the Office of Records and Registration in 124 Bush Hall.** Any information requested from sections C, D, and E that is not included in the Co-Curricular Transcript will not be counted. Please see Student Activities if you believe something should be included and is not. Applicants are asked not to repeat any recognition/award etc. that was mentioned in any prior category.

The Student of the Year Committee can only respond and provide credit for activities, memberships, participation, etc. that can be verified.

**C. Co-Curricular Activities: (No maximum point score.)**

All activities must be verified and/or verifiable by the Student of the Year Committee. Points will be awarded based on the volume and duration of the student activity and participation.

1. **Campus Clubs:** Only one score permitted per semester per club.
 

a. President	10
b. Vice President	8
c. New Member Educator	7
d. Secretary/Treasurer	6
e. Rush Chair	5
f. Senator/Greek Council Rep	4
g. Historian/Other officer position*	3
h. Member	2

\*Points awarded to other office positions will be at the discretion of the Student of the Year Committee

*Example of Score: Fall 2011: Member IFSEA = 2pts; Spring 2012: Senator = 4 pts; Fall 2012: VP = 8pts; Spring 2013: President = 10pts. Total point score for this section is 24. Membership points are only granted when applicant is not an executive position.*

2. **Athletics and Team Sports:** Only one per semester per sport.
 

a. Intercollegiate Team Captain	8
b. Intercollegiate Team Member	4
c. Assistant Coach	6
d. Intramural Team Captain	4
e. Intramural Team Member	2

*Example of score: Fall 2010: Intramural Football member = 2pts; Spring 2011 Intercollegiate Baseball member = 4pts; Fall 2011: Intramural Volleyball member = 2pts; Spring 2012: Intercollegiate Baseball, Captain = 8pts; Total point score for this section is 16.*

**D. Work related and committee activities: (No maximum point score)**

1. **Competitive and Stipend Positions:**

a. Student Senate Executive Board	20
b. Senior Resident Assistant	20
c. Resident Assistant	15
c. Student Ambassador	10
d. Senior O'Connor Center Employee	10
e. Peer Educator/Mentor	8
f. Fall Orientation Leader	6
g. Sustainability Advocates	6
h. Community Outreach Assistant	6
i. Farrell Building Team Member	6
j. Greek Council Executive Board	6
k. CADI Student Manager	6
l. Any of the following positions	3

O'Connor Center for Community Engagement employee, Water Safety Instructor, Lifeguard, CADI Employee, Spring Orientation Leader, Intern (may be counted only when **not** part of the student's academic program), Tutor, Student Dispatcher, Phone-A-Thon Caller or any paid on campus job.

2. **Committee Memberships and Other Activities:** Three points per year for being a member of any recognized campus wide committee, such as, but not limited to the Traffic Appeals Board and Student Conduct Council. Any committee membership that is required with a job is not eligible for additional points.

**Note:** Activities or positions not listed in sections C and D above may receive credit at the discretion of the Student of the Year committee.

**E. Contributions to Campus and Community: (1 hour equals 0.25 points. No maximum.)**

This category recognizes the applicant's sense of community engagement to benefit the College, its students, faculty and staff, and the community, state, nation in which the College exists. Activities for which NO payment was received are the only type allowable.

**Note:** All contributions to campus community must be verified from the O'Connor Center for Community Engagement. Required community service is not counted (such as service learning, required hours for paid positions and/or sanctioned hours.)

**F. Awards, Honors and Competitive Scholarships: (No maximum point score.)**

All awards, honors and scholarships must be verified and/or verifiable by the Student of the Year Committee and must be on the Co-Curricular Transcript and/or verifiable by the Student of the Year Committee. Applicants will receive 3 points per award. Points will not be awarded for Dean's List status, as GPA is weighted heavily for total points.

*Please note that any inaccurate, incorrect or misleading information may result in disqualification.*

*Student of the Year awards will be announced at the Student Senate Banquet on Wednesday, May 10<sup>th</sup> at 5:15pm in Farrell Commons. All applicants with a completed application are invited to attend.*

Your Total Points Will Be Awarded Using The Following Formula:

$$\text{Sum of Points from Sections A\&B} + \left( \frac{\text{Sum of Points from Section C, D, E and F}}{\text{Number of Semesters at SUNY Delhi}} \right) = \text{Your Points}$$

For any questions or for an update on reference letters, please see Nick Wagner in 221 Farrell Hall, email wagnernm@delhi.edu or call (607)746-4842.

**LATE OR INCOMPLETE APPLICATION WILL NOT BE  
ACCEPTED FOR ANY REASON WITHOUT PRIOR APPROVAL.**

**Student of the Year  
Instructor Evaluation**

\_\_\_\_\_ has named you as a faculty member who will provide an evaluation toward his or her Student of the Year nomination. This evaluation can be either emailed to Nick Wagner, Assistant Director of Student Activities at wagnerm@delhi.edu or typed, printed and sent to 221 Farrell Hall in a sealed and signed envelope. References are due on Friday, April 7, 2017 by 4:00pm. Late evaluations will not be accepted. It is the applicant's responsibility to ensure that all evaluations are received on time.

Please speak about the student's attitude in class and towards the major, leadership skills in and out of the classroom, participation, and willingness to learn.

**Student of the Year  
Administrative Evaluation**

\_\_\_\_\_ has named you as an administrative staff member who will provide an evaluation toward his or her Student of the Year nomination. This evaluation can be either emailed as an attachment to Nick Wagner, Assistant Director of Student Activities at wagnerm@delhi.edu or typed, printed and sent to 221 Farrell Hall in a sealed and signed envelope. References are due on Friday, April 7, 2017 by 4:00pm. Late evaluations will not be accepted. It is the applicant's responsibility to ensure that all evaluations are received on time.

When writing your evaluation, please address the applicant's dedication to tasks, assistance with and participation in College/hall/club activities and the applicant's enthusiasm and willingness to give of his/her abilities.