

## Knight Foundation School of Computing and Information Sciences (KF-SCIS) Student Awards Procedures

The purpose of this document is to outline policies and procedures followed by KF-SCIS in determining student award recipients.

The College of Engineering and Computing (CEC) offers three awards to graduating students each semester: **Outstanding Undergraduate** (each category), **Outstanding Masters**, and **Outstanding PhD**. Solicitation of these awards will commence upon receipt of the College's call for nominations.

KF-SCIS also defines several student awards, administered once per academic year (AY). Solicitation of these awards will commence on October 15 of each AY:

**Graduate Student Research:** Recognizes one PhD or MS student with significant contributions to research (e.g. publications, patents, research awards).

**Graduate Student Service:** Recognizes one PhD or MS student with significant contributions to service (e.g. mentoring undergraduates and/or REU students, helping other graduate students, contributing to KF-SCIS clubs, organizing workshops, etc.)

**Student Teaching:** Recognizes one student with significant contributions to teaching (e.g., mentoring other students, helping other students, serving as TA/LA/grader for courses, contributing to course development/design).

**Outstanding Undergraduate Student:** Recognizes one undergraduate student excelling in research, service and teaching criteria above.

**Outstanding Graduate Student:** Recognizes one PhD or MS student excelling in research, service and teaching criteria above.

**Outstanding Alumni:** Recognizes one outstanding alumni for significant contributions to their profession, community, or industry (e.g., leadership roles, mentoring others, creating innovative products or services, community service, or advancing their field). May not be issued certain years.

The chart on Page 2 provides a breakdown of each award, including a filter who will pre-select for eligible students, and a coordinator who will receive nomination packets and will perform a completion pre-screening based on required components of the self-nomination packet (resume, transcripts, number of letters of recommendation (LORs), and contents of the statement of merits).

### **Under these terms, the procedure for selection of each award follows the following steps:**

1. **Selection of Top Students:**
  - Upon receiving the College's call for nominations, the director notifies the filter, who pre-selects eligible individuals with no record of SCAI behavioral or academic misconduct and sends to coordinator.
2. **Student Notification and Self-Nomination:**
  - The coordinator sends an email to those pre-selected, informing them of their nomination and inviting them to submit a self-nomination.
  - LORs should come from a KF-SCIS faculty member, who can provide the letter directly to the individual or submit it to the coordinator. Package may also optionally include TA evaluations.
3. **Faculty Nominations:**
  - Any faculty member may nominate **one individual** for the award.
4. **Review and Selection Process:**
  - Coordinator collects all nomination packets and pre-screens. Incomplete submissions receive a **desk-reject notification**.
  - Complete nomination packages are forwarded to the **Awards Committee** for final review.
  - The Awards Committee votes to select recipient(s).

Level	Award	Filter	Coord	Eligibility	Self-Nomination Packet						
					Res	Trans	LOR	Statement of Merits			
CEC/ KF-SCIS*	Graduating Undergrad	Undergr. Advisor	KF-SCIS Admin	GPA >= 3.7	Y	Y	>= 1	<b>Contributions:</b> Research, entrepreneurial, educational, community			
CEC	Graduating Masters	Graduate Advisor		Top 5 Graduating MS (each category)				>= 2	<b>Research:</b> Authored publications in journals/conferences with a brief statement describing their contribution. <b>Innovation:</b> Developed innovative products, processes, or services; secured a job beyond an entry-level position; or created employment opportunities for others.		
	Graduating PhD			Graduating PhD			>= 1+		<b>Awards and Recognition:</b> Received national awards or special recognition for academic or service contributions. <b>Global Stewardship:</b> Demonstrated global citizenship by engaging in initiatives that addressed real-world challenges and improved the quality of life for others.		
KF-SCIS	Graduate Student			PhD Candidates, GPA >= 3.5				Y	N	>= 1	<b>Overcoming Obstacles:</b> Overcame significant personal or physical challenges to complete their education.
	Graduate Student Research^			PhD and Graduating MS, GPA >= 3.5			<b>Service:</b> Contributions at KF-SCIS, mentoring undergraduates and/or REU students, helping other students, contributing to KF-SCIS clubs, organizing workshops. <b>Awards and Recognition:</b> Received national awards or special recognition for academic/service contributions.				
	Graduate Student Service^			All PhD			<b>Teaching:</b> Contributions at KF-SCIS, mentoring other students, helping other students, serving as TA/LA/grader for courses, contributing to course development/design <b>Awards and Recognition:</b> Received national awards or special recognition for academic/teaching contributions.				
	Student Teaching^			All Students			>= 1#				<b>Professional Contributions:</b> Leadership roles, innovations, mentoring, community impact at national and global levels. <b>Awards and Recognition:</b> Received national awards or special recognition for professional/service contributions.
	Alumni^			All Alumni			>= 1				

\* Awards committee can elect to award one of the students nominated by KF-SCIS to the college, or any other nominee

+ One must be the major PhD or Research Advisor

# One must be from a course instructor or faculty who has interacted with the student during TA, LA, grader, mentorship, or other course development

^ Coordinator can solicit faculty nominations for these awards