**Bulk Assignment Excel Spreadsheet**

1. Fill out all applicable columns
	1. Must have student number and name or we will not be able to process
	2. Must indicate if student is in final semester and will be graduating
	3. “Degree” column is for department use and can be left blank
	4. “JV #” refers to department funded awards, where funding transfer to Enrollment Services is required before award can be paid out. Please send in signed JV at the same time.
2. Rationale if applicable, such as:
	1. Recommended student does not comply with Senate rules, why is still student being recommended for award
	2. Student is on COOP or Exchange and should have award deferred
	3. Recommended student does not have sufficient credit, but will register for more in upcoming week
3. Verify the award amount does not exceed award budget
4. Do not change column headers
5. A signed copy in PDF format can be sent in along with the excel file to award.recommend@ubc.ca for processing. A signed copy is required only if the email comes from someone not on the faculty’s awards committee.