The University of Guelph is committed to providing high-quality academic advising, in order to assist students in the
development and pursuit of academic objectives consistent with their life goals and the available opportunities at the
University. The University is pleased to recognize program counsellors, faculty advisors, academic advising teams or
advising administrators that contribute to the accomplishment of this goal by excelling in the delivery of these essential
services.

The Excellence in Undergraduate Academic Advising Medallion annually recognizes an individual who has been identified
by undergraduate students as having made an outstanding contribution to academic advising at the undergraduate level at the
University of Guelph. The medallion winner will have demonstrated qualities associated with excellent academic advising
and will be honoured at an appropriate Convocation ceremony in June.

Please complete the following Nomination Form and provide it as a cover to your nomination package.

Person/Advising Team You are Nominating: ____________________________________________________________
University Position Held by the Nominee(s): ____________________________________________________________
Capacity in Which You Know the Nominee(s): ____________________________________________________________
Length of Time You Have Known the Nominee(s): _______________________________________________________

Required Supporting Documentation:

Indicate which supporting documentation you have provided with this nomination package:
Letter of Nomination
Letters of Support (Please include a minimum of two letters and a maximum of five letters.)
Documentation Illustrative of Nominee’s Suitability
Other _________________________________________________________________________________________

Nominating Letter: The Nominating Letter must be written by a current member of the University community. It
should provide a description of contributions and achievements made by the nominee(s) to
undergraduate academic advising at the university. It should also describe how the nominee(s)
qualifies as an outstanding in the field of academic advising. The letter must be signed, dated, and
include the degree program of the Nominator.

Letters of Support: Letters of Support must be written by people other than the Nominator. A maximum of five
supporting letters will be reviewed by the Selection Committee, of which a minimum of two must
be written by currently registered undergraduate students. Each Letter of Support must indicate
how the supporter knows of the work of the nominee(s). All Letters of Support must include the
name of the person who wrote the letter, their signature, and the date the letter was written. Letters
of Support written by currently registered undergraduate students must include the student’s
degree program.

Nominations packages must be submitted by 7 February 2020 to:
Selection Committee, Excellence in Undergraduate Academic Advising Medallion
c/o S. Dorr, UAIC Coordinator, 404A University Centre, University of Guelph ~ (519) 824-4120 extension 56648