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**5.B-2008: St. Mary's Ring Eligibility**

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**1. Overview**

The purpose in having a St. Mary's University (University) ring is to establish our tradition and identity as a unique university community. The University ring is a recognized symbol of our shared sense of pride in the honour and traditions, milestones, memories and special moments experienced with good friends. The ring is a symbol of truth, integrity and leadership and is meant to foster a special kinship with fellow colleagues dispersed in the global community.

**2. Policy**

2.1 The University ring is reserved exclusively for eligible students, faculty, staff and Honorary Fellows of St. Mary's University.

2.2 The following persons will be eligible to purchase the University ring:

- **Students:** The minimum eligibility criteria for students is two (2) completed full years of study at the University i.e. 20 successfully completed three-credit courses or a total of 60 credits. The student must be in good standing. These criteria are to be confirmed by the Registrar's Office. Students may choose to customize their ring with engraved graduation year, degree, personal initials or name, at their own expense.
- **Faculty:** The minimum eligibility criteria is two (2) years of full-time employment at the University, or, for a part-time sessional, 12 x 3-credit courses taught at the University. These criteria are to be confirmed by Human Resources.
- **Administrative Staff:** The minimum eligibility criteria is two (2) years of full-time employment at the University or the equivalent in part-time hours worked (3,900 hours). These criteria are to be confirmed by Human Resources.

Approval Authority	Responsible Office	Effective Date	Date Last Revisited	Review Frequency
Academic Council	Finance	October 23, 2008	October 23, 2008	Every 5 years

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- **Honorary Fellows:** Budget permitting, honorary fellows would receive the University ring in recognition of their significant contributions to the University. Up to one honorary ring may be awarded per academic year. These criteria are to be confirmed by the President.

### 3. Procedures

- 3.1 **Ring Orders:** order through the Bookstore. Visit the St. Mary's University Bookstore during hours of operation to discuss ring options with respect to metal/color, ring customization options (e.g. initials, full name, degree, graduation year), and to determine appropriate ring size, costs and payment options.
- 3.2 The Bookstore will order University rings upon receipt of:
  - A completed and signed **Ring Eligibility Verification Form**; and
  - A **Ring Order Form**; and
  - Receipt of **payment in full at time the ring order is placed** (e.g. including shipping + handling, GST). No partial payments will be accepted. Allow six weeks for delivery.

### 4. Bookstore Responsibilities

- 4.1 The Bookstore Manager will maintain complete documentation of rings ordered, received and issued to eligible students, faculty and staff each year so as to be able to honour the supplier's loss protection and warranty programs.
- 4.2 The Bookstore will contact customers when ring orders have been received and will verify that the ring received matches the ring order specifications; any discrepancies will be remedied.

### 5. St. Mary's Ring Committee Responsibilities

- 5.1 The St. Mary's Ring Committee will review this policy on an annual basis to ensure that new eligibility issues that may have arisen will be addressed in a timely fashion.
- 5.2 The St. Mary's Ring Committee will approve the ring vendor. The vendor must sign a formal contract with the University (via the Vice-President Finance) and must adhere

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to the St. Mary's Ring Eligibility Policy, e.g. the vendor cannot sell a St. Mary's ring without oral or written permission from St. Mary's University.

- 5.3 Should a new vendor be required, an official tender process will be conducted.