

Gateway Administrative Policy

Policy Number & Name

Honorary Degree Process for Gateway Community and Technical College

Responsible Party

College President/CEO

RELATED ITEMS

KCTCS Administrative Policy/Board of Regents Policy

The KCTCS Board of Regents provides for the awarding of honorary degree under the following policy:

4.17 Policy on Honorary Degrees

The KCTCS Board of Regents authorizes the individual colleges to award honorary associate degrees in humane letters (honoris causa) to individuals who have contributed significantly to the awarding college or KCTCS. When an individual's exceptional contributions merit such consideration, the college president/chief executive officer shall make the recommendation for an honorary degree to the President of KCTCS for recommendation to the Board of Regents for approval. Approval shall be granted by the Board of Regents prior to the award being made.

SACS Requirement/Standard

[Provide the number for the SACS Core Requirement, Comprehensive Standard, or Federal Requirement that this policy documents compliance for, if applicable]

POLICY STATEMENT

See KCTCS Policy 4.17 above.

Related Procedure(s): *[Link to procedure(s) related to policy]*

Step 1 - Local College President

- Notifies the KCTCS Chancellor in advance.
- Establishes a local committee to make recommendations to him/her concerning the award of an honorary degree.
 - o Nominations for an honorary degree are reserved for rare occasions; recommendations for such should be based upon exceptional and well-documented merit.
 - o Criteria for determining such a recommendation shall include, but not be limited to, one or more of the following areas:
 - The nominee has made exceptional, outstanding, lasting contributions to the community as a notable life achievement over the course of his/her career.
 - The nominee has made exceptional, outstanding, lasting contributions to the college and/or KCTCS as a notable life achievement over the course of his/her career.
 - The nominee has made exceptional, outstanding, lasting contributions to the state, national, or international community as a notable life achievement over the course of his/her career.
- Obtains college support for a request for an honorary degree.
- Submits a letter of recommendation, including a strong rationale (exceptional contributions) for the honorary associate degree, to the KCTCS Chancellor.

- o The letter shall include:
 1. The name of the individual being nominated.
 2. Address.
 3. Current position/endeavor.
 4. Exceptional contributions that support the recommendation.
 5. Any other information of interest, identifying any special connections to KCTCS or the college.

Step 2 - KCTCS Chancellor

- Reviews the request and rationale submitted.
- Makes a recommendation to the KCTCS President, if supported.
- Notifies the college president and returns the request, if not supported.

Step 3 - KCTCS President

- Reviews the Chancellor's recommendation as well as the request and rationale submitted.
- Places the name on the Board of Regents KCTCS Colleges' Candidates for Credentials list for consideration, if supported.
- Notifies the Chancellor and returns the request to his office, if not supported.

Step 4 - KCTCS Board of Regents

- The Academic Affairs and Curriculum Committee reviews the Board of Regents KCTCS Colleges' Candidates for Credentials list, including the proposed honorary degree.
- The Academic Affairs and Curriculum Committee makes a recommendation on the KCTCS Colleges' Candidates for Credentials list to the KCTCS Board of Regents.
- The KCTCS Board of Regents takes action on the KCTCS Colleges' Candidates for Credentials list.

The KCTCS procedure mandates the establishment of a college based committee to make recommendation to the College President and College Board of Directors and serves as support for the nomination of an individual (s) for the honorary degree. The GCTC Honorary Degree Nomination Committee will be comprised of the following:

1. The Vice Chairman of the Board of Directors or designee.
2. The Vice Chairman of the GCTC Foundation Board or designee.
3. The Chair of the GCTC Faculty Council or designee.
4. The Chair of the GCTC staff council or designee.
5. The Student Government President or designee.

The committee will meet upon the call of the president of the college to consider nominations and to make recommendations based on the KCTCS policy and procedure. The recommendation will be made to the college president who will be responsible for securing the advice and counsel from the college's Foundation Board and the college's Board of Directors prior to submitting any name to the KCTCS chancellor.

Related Documents: *[If there are other KCTCS or GCTC policies, procedures, or documents related to this policy/procedure, please note them here]*

Approval Date:

Date of Last Revision: