

3.18.1 Honorary Degrees Procedure

1. **Administrative Responsibility:** Administration of this procedure is assigned to the Vice President of Academic and Student Affairs (VPASA), who is responsible for making judgments regarding its implementation. Substantive changes to the policy or procedure require review through the college governance process and action by the college president.
2. **The college may award the following honorary degrees:**
 - a. Associate of Arts
 - b. Associate of Science
 - c. Associate of Applied Science
3. **Process for Recommending Honorary Degree Recipients:** An eight-person committee will review and act on nominations for honorary degrees. The committee will be composed of four full-time, unlimited faculty members and three full-time, non-faculty members, appointed by the VPAA, who will serve as ex officio, non-voting members. The committee will evaluate nominees based on the following criteria and selection guidelines.
 - a. Eminent contribution to the college, system, community, State of Minnesota, or society over an extended period,
 - b. Eminent achievement in a particular field of endeavor,
 - c. Personal status that will enhance the reputation of the college (or the system) and serve as an example to its students and alumni,
 - d. Potential for contribution to the goals or welfare of the college,
 - e. While recipients may be alumni, former employees, former Board of Trustees members, or public officials, they may not be (at the time of the award) current employees (incumbent members of the Board of Trustees, or incumbent officials of federal, state, or local government),
 - f. The VPASA may solicit nominations or receive them unsolicited. A nomination statement about the individual, using a form provided by the Office of Academic and Student Affairs, must be completed. The statement will address the criteria provided herein in this procedure. Nominations must be received no later than March 1st, before the May graduation. If a recommendation is forwarded to the college president, it must be received by the president no later than April 1st.

- g. The committee's recommendations will be forwarded to the college president, who will approve or disapprove them.
- 4. **Presentation of Honorary Degrees:** Honorary degrees will be conferred at commencement, and the recipient is normally required to agree to be present as a condition of receiving the award.
- 5. **Limitations on Awarding of Honorary Degrees:** To ensure that the awarding of Honorary Degrees is an exceptional and unusual event, degrees will normally not be awarded every year. The college president may make an exception.

Date of Implementation/Presidential Approval: 03/05/2007

Date of last review: 7/31/2025