

<b>ALGONQUIN COLLEGE DIRECTIVE</b>	<b>NO. OF PAGES</b> 4	<b>DIRECTIVE NO.</b> E47
	<b>ORIGINATOR</b> Vice President, Academic	
	<b>APPROVED BY</b> President's Executive Committee	
<b>TITLE</b> <b>HONORARY DEGREES AND DIPLOMAS</b>	<b>EFFECTIVE DATE</b> 2007.10.10	<b>REPLACES</b> New

### **PREAMBLE**

The College recognizes that there are extraordinary individuals in our community who have given a substantial part of their lives to serving others or have distinguished themselves through their professional careers. As well, there are other exceptional women and men that the College would like to establish a public association with who espouse the College's values and can contribute to achievement of the College's vision, mission and objectives. The College is able to recognize and honour some of these individuals by awarding honorary degrees and diplomas.

### **POLICY**

1. The College may award up to one honorary degree per year per bachelor degree in applied studies Ministerial Consent in effect at the time the honorary degrees are awarded. These awards need not be granted each year.
2. The College may award up to two honorary diplomas per year, one each at the Spring and Fall Convocations. These awards need not be granted each year.
3. The credentials awarded will be:
  - a. Honorary Bachelor of Applied Studies
  - b. Honorary Diploma
4. No fees are to be charged to the recipient of the honorary degree or diploma.
5. While the recipients may be alumni, former employees, former members of the Board of Governors, or former public officials, they may not be current employees, incumbent members of the Board of Governors, or incumbent officials of the municipal, provincial or federal government.
6. Honorary degrees and diplomas will be presented during a convocation ceremony. The recipient must agree to be present as a condition of receiving the

award unless the honorary degree is being presented posthumously.

7. Confidentiality is to be maintained throughout this process.

### **PROCEDURES, ROLES AND RESPONSIBILITIES**

1. Candidates for honorary degrees may be nominated by any member of the College Community using the attached Nomination for Honorary Degree or Diploma form (see Appendix A).
2. Candidates should meet one or more of the criteria listed below. A description of how the individual meets the criteria is to be detailed on the nomination form. The individual has:
  - a. Made a significant contribution to the College, the college system, the community or society;
  - b. Achieved noted accomplishments in a particular field of study or applied education;
  - c. Enhanced or promoted the College's image and reputation in Ontario and elsewhere; and/or
  - d. Personal status such that it will enhance the reputation of the College and serve as an example to its students and alumni.
3. Nomination forms are to be submitted to the Advancement Department by December 1<sup>st</sup> for Spring Convocation ceremonies and April 1<sup>st</sup> for Fall Convocation ceremonies.
4. The President's Executive Committee will make the final determination regarding the recipients of honorary degrees and diplomas.
5. Honorary degrees and diplomas will be presented at the convocation ceremony most appropriate for the award and the recipient.
6. Degree recipients will receive a framed credential and a Bachelor Degree of Applied Studies hood. Diploma award recipients will receive a framed credential and a Diploma V-stole.
7. The recipient of the honorary degree or diploma will be invited to address the convocation.

**RELATED DIRECTIVES**

E21 – Certificates and Diplomas

(original signed by)  
Vice President Academic

**APPENDIX A: Nomination for Honorary Degree or Diploma**

Candidates for honorary degrees may be nominated by any member of the College Community.

Candidates should meet one or more of the criteria listed below. A description of how the individual meets the criteria is to be detailed on the nomination form. The individual has:

- a. Made a significant contribution to the College, the college system, the community or society;
- b. Achieved noted accomplishments in a particular field of study or applied education;
- c. Enhanced or promoted the College's image and reputation in Ontario and elsewhere; and/or
- d. Personal status such that it will enhance the reputation of the College and serve as an example to its students and alumni.

**Candidate's Name and Contact Information:**

**Candidate's Biography** (clearly indicating accomplishments; one paragraph):

**Narrative explaining why the candidate is worthy of an honorary degree or diploma** (clearly states the criteria met and how; one page):

**Nominator's Name and Contact Information:**

**Date:**

**Submission Deadlines:** Nomination Forms must be received in the Advancement Department by December 1<sup>st</sup> for Spring Convocation ceremonies and April 1<sup>st</sup> for Fall Convocation ceremonies.