



<b>Category:</b>	<b>Community &amp; Corporate Relations</b>
<b>Approved By:</b>	<b>College Leadership Council (CLC)</b>
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<b>Policy Sponsor:</b>	<b>Provost and Vice President Academic</b>
<b>Policy Administrator:</b>	<b>Registrar</b>

## Honorary Degree/Diploma Policy

### Purpose

The purpose of this policy is to provide clear and consistent criteria to award an Honorary Degree/Diploma.

### Scope / Limits

This policy applies to all nominations for and conferring of Honorary Degree/Diploma(s) at Lethbridge College.

### Definitions

**Employee** means any person on the payroll of Lethbridge College.

**Honorary Degree/Diploma** is an academic credential typically conferred as a way to honour the contributions of a distinguished visitor.

**Student** is a person who is enrolled in Lethbridge College.

### Policy Statements

1. At Convocation ceremonies, Lethbridge College may confer Honorary Degree/Diploma(s) to recognize outstanding contribution to academic endeavours and/or demonstration of commitment to values aligned with the institution.
2. The usual requirements to be eligible for a Degree/Diploma (such as matriculation, residence, study and the passing of examinations) are waived.
3. The Honorary Degree/Diploma is intended to honour members of the external community and not current Lethbridge College full-time employees.
4. Nominations may be made by any current employee or student of Lethbridge College.

## **A: Policy Supports**

[Honorary Degree/Diploma Nomination & Selection Procedures – \(Appendix A\)](#)

## **B: Legislated References**

## **C: Other References**

[Honorary Degree/Diploma Nomination form](#)

## **D: Related Policies**



<b>Parent Policy:</b>	<b>Honorary Degree/Diploma</b>
<b>Effective Date:</b>	<b>November 4, 2014</b>
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<b>Policy Sponsor:</b>	<b>Provost and Vice President Academic</b>
<b>Policy Administrator:</b>	<b>Registrar</b>
<b>Appendix A</b>	

## **Honorary Degree/Diploma Procedures**

### **Part A: Nomination and Criteria**

1. Nominations may be made by any employee or student of the college.
2. Any outstanding individuals who have made significant contributions to education and/or demonstrate a commitment to values aligned with the college, except for full-time College employees, may be nominated for an honorary degree/diploma.
3. Nomination forms are available from the Office of the Provost and Vice President, Academic (VP Academic) or available on the [forms website](#).
4. Nominations are due to the attention of the Provost and Vice President Academic by the third Friday in December.

### **Part B: Recommendation, Selection, and Recognition**

1. The Provost and Vice President Academic will convene a Nomination Committee no later than the third Monday in October. The purpose of this committee is to solicit nominations, however this does not preclude individuals from submitting a nomination directly to the Provost and Vice President Academic.
2. The Nomination Committee will meet to discuss the nominations and select a nominee for recommendation.
3. The Nomination Committee will provide their recommendation to the Provost and Vice President Academic for final decision by the second Friday in January.
4. The Provost and Vice President Academic will share the name of the selected recipient with the Executive Leadership Team for endorsement. It will then go to the next Board of Governors meeting for information.
5. The Provost and Vice President Academic will contact the selected nominee to confirm acceptance of the nomination.
6. The Registrar will prepare the official Honorary Degree/Diploma for presentation at Convocation.

7. The recipient will be invited to Convocation by the Provost and Vice President Academic and to special Convocation functions.
8. Nominees not recommended for recognition in the current academic calendar year may be retained for future consideration for recognition.
9. An honorary degree recipient shall not receive a speaker's fee or honorarium for accepting an honorary degree or delivering a commencement address except under unusual circumstances when the Executive Leadership Team determines otherwise.