



Pima County Community College District Administrative Procedure

<i>AP Title:</i>	Honorary Awards
<i>AP Number:</i>	AP 3.25.06
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<i>Schedule for Review & Update:</i>	Every three years
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<i>Sponsoring Unit/Department:</i>	Office of the Provost
<i>Policy Title(s) & No(s):</i>	Curriculum, BP 3.25
<i>Legal Reference:</i>	
<i>Cross Reference:</i>	

PURPOSE

An honorary degree may be granted to any individual who is recognized as providing significant achievements in education or in society. This award provides the College with an opportunity to honor individuals for their contribution to the College, the state, the nation, or the world.

Honorary degrees will be an Associates of Public Service and Associates of Humane Letters. Distinguished Public Service includes contributions to society by demonstrated public service. Distinguished Humane Letters includes a significant contribution in the Arts, Sciences or Humanities.

Honorary awards will not be awarded to current Pima Community College employees, but may be awarded to former employees.

The procedures for awarding an honorary degree include:

1. Nomination

An Executive Vice Chancellor, a Vice Chancellor, the Chancellor, or a member of the Governing Board may nominate a person for an honorary degree. The nomination is made in a form of a memo from the nominator to the Chancellor's office. The memo must include a brief biographical sketch (maximum of 500 words) of the nominee and a clear statement of how the nominee's career is significant to the College, its students, its employees, or the College's other publics.

2. **Review**
The Executive Leadership Team reviews the nomination and makes a recommendation to the Chancellor.
3. **Approval**
The Chancellor, if he or she approves, makes the recommendation to the Governing Board who authorizes the honorary degree.
4. **Schedule**
An honorary degree may be awarded at any time after completion of these procedures.
5. **Diploma**
The Director of Enrollment Services/Registrar prepares the honorary certificate or degree and provides the document to the Chancellor or his or her designee.
6. **Presentation of the Award**
The awardee will be recognized at the annual graduation ceremony.