POLICY TITLE
Honorary Associate Degrees

POLICY NUMBER
ASOM 4.26

PRIMARY RESPONSIBILITY
Chancellor, Ivy Tech Foundation

CREATION / REVISION / EFFECTIVE DATES
Created October 1993/Revised June 2007/Effective June 2007/Revised February 2014/Effective February 2014/Update August 2014; revised September 2017/effective immediately

PURPOSE
Honorary Associate degrees are awarded by the Ivy Tech Community College Board of Trustees to individuals who have rendered significant service.

ORGANIZATIONAL SCOPE OR AUDIENCE
Academic Affairs, Ivy Tech Foundation, Marketing

DEFINITIONS
Honorary degree: An academic degree for which a degree-awarding institution has waived the usual requirements, such as matriculation, residence, study and the passing of examinations.

Humanitarian: Having concern for or helping to improve the welfare and happiness of people.

POLICY
Qualifying service by the nominee may include:
1. An outstanding contribution to the College, district, region, state, or nation.
2. Outstanding humanitarian efforts in the community, state, or nation.
3. Significant support of the College foundation

PROCEDURE
Process for Nominations

Each campus will award, at a minimum, one honorary degree during commencement each year. Nominations will be solicited from College employees and the Regional Boards of Trustees. Any member of the campus Boards may receive and/or submit names of potential honorary degree recipients.
Process for Selection, Award, and Record Keeping
The Chancellor for each campus will submit the honorary degree nomination form for each honorary degree recipient nominee to the Office of the Provost. Following review by members of the President’s Cabinet, the nominations will be forwarded to the President for final approval. Nominations must be received by March 15. The honorary degree will be awarded during the annual commencement exercises in each campus.

Approval or decline for each nomination will be provided to the Chancellor by either the President or a member of the President’s Cabinet.

Once the nominee is approved, the name will be submitted to Marketing to create a framed credential.

A list of prior nominees and recipients will be maintained by the Office of the Provost.

Each campus should award at least one honorary degree each year. More than one nominee may be recognized with an honorary degree each year. Nominees not selected may be nominated again in subsequent years, but a nominee may receive only one honorary degree from the College.

REFERENCES
Honorary Associate Degree Nomination Form

RESOURCE PERSON
Chancellor