



## **AP 4110      Honorary Degrees**

### 1. Authorization

Only the Board of Trustees may authorize the conferral of an honorary degree by the Santa Clarita Community College District (District) and only honorary Associate of Arts and honorary Associate of Science of degrees may be conferred.

### 2. Purpose

The District may award an honorary degree for the purpose of

- A. Recognizing excellence and extraordinary achievement in a significant area of human endeavor, or
- B. Honoring outstanding service to the advancement of the California community college system, to College of the Canyons, to the State of California, to the United States, or to humanity, or
- C. Recognizing a person whose life and achievements exemplify the District's values.

### 3. Eligibility

- A. A nominee for an honorary degree must (1) enjoy widely-recognized distinction in their endeavors and have demonstrated intellectual and humane values that are consistent with the aims of higher education or (2) a current or former District Trustee, employee, or student, unless ineligible as set forth below, who the Board of Trustees determines, consistent with one or more of the purposes for which the District confers honorary degrees, is uniquely deserving in light of exceptional and atypical circumstances.
- B. Although a nominee's service or benefactions to the District shall not justify the awarding of an honorary degree in itself, neither shall service and benefaction by a qualified nominee preclude an honorary degree.
- C. Honorary degrees shall not be awarded to:
  - i. Incumbent members of the Board of Trustees.
  - ii. A current employee of the District.
  - iii. Incumbent elected officials.

#### 4. Selection Procedures

- A. Any member of the District community, including Trustees, employees, students, alumni, Advisory Board members, Foundation Board members, and others may nominate a person to receive an honorary degree. Persons may be nominated either ante mortem or posthumously.
- B. Nominations must be submitted to the District's Chief Executive Officer (CEO) on a form that the District shall create and make available upon request, accompanied by relevant supporting documentation.
- C. Within 30 days of the CEO's receipt of a completed nomination form, the CEO shall notify the Board of Trustees and the President of the Academic Senate of the nomination.
- D. The Academic Senate President (or designee) and one other faculty member chosen by the Academic Senate President shall meet with the Governing Board in Closed Session to review the nomination(s).
- E. The Board of Trustees, meeting in Closed Session, shall exercise its sole discretion to determine whether the District will confer an honorary degree on a qualified nominee.
- F. Following the Board of Trustees' decision to confer an honorary degree, the CEO, the Academic President, and the faculty representative previously selected to participate in the Board of Trustees' consideration of nominations, shall collaboratively prepare a Citation delineating the justification for conferral of the honorary degree.
- G. All persons involved in any manner in the process of nominating a person to receive an honorary degree shall maintain the strictest confidentiality over information pertinent to that nomination, including the existence of the nomination itself, until after the District has publicly announced the Board of Trustees' decision to confer the honorary degree. Until such public announcement, no information related to the nomination may be divulged to persons lacking legitimate business need for the information.

#### 5. Conferral Ceremony

- A. Honorary degrees may only be conferred on the recipient during commencement. The following District representatives shall participate in the commencement ceremony at which the honorary degree is presented to perform the following duties:
  - i. The District's CEO (or designee) shall read the Citation.
  - ii. The President of the Board of Trustees (or designee) shall deliver the honorary diploma to the awardee.