4.17.1 Procedure for Approval of an Honorary Degree

The following steps are to be followed for the approval of an honorary degree:

Step 1 - Local College President
- Notifies the KCTCS Chancellor in advance.
- Establishes a local committee to make recommendations to him/her concerning the award of an honorary degree.
  - Nominations for an honorary degree are reserved for rare occasions; recommendations for such should be based upon exceptional and well-documented merit.
  - Criteria for determining such a recommendation shall include, but not be limited to, one or more of the following areas:
    - The nominee has made exceptional, outstanding, lasting contributions to the community as a notable life achievement over the course of his/her career.
    - The nominee has made exceptional, outstanding, lasting contributions to the college and/or KCTCS as a notable life achievement over the course of his/her career.
    - The nominee has made exceptional, outstanding, lasting contributions to the state, national, or international community as a notable life achievement over the course of his/her career.
- Obtains college support for a request for an honorary degree.
- Submits a letter of recommendation, including a strong rationale (exceptional contributions) for the honorary associate degree, to the KCTCS Chancellor.
  - The letter shall include:
    1. The name of the individual being nominated.
    2. Address.
    4. Exceptional contributions that support the recommendation.
    5. Any other information of interest, identifying any special connections to KCTCS or the college.

Step 2 - KCTCS Chancellor
- Reviews the request and rationale submitted.
- Makes a recommendation to the KCTCS President, if supported.
- Notifies the college president and returns the request, if not supported.

Step 3 - KCTCS President
- Reviews the Chancellor’s recommendation as well as the request and rationale submitted.
- Places the name on the Board of Regents KCTCS Colleges’ Candidates for Credentials list for consideration, if supported.
- Notifies the Chancellor and returns the request to his office, if not supported.
Step 4 - KCTCS Board of Regents

- The Academic Affairs and Curriculum Committee reviews the Board of Regents KCTCS Colleges’ Candidates for Credentials list, including the proposed honorary degree.
- The Academic Affairs and Curriculum Committee makes a recommendation on the KCTCS Colleges’ Candidates for Credentials list to the KCTCS Board of Regents.
- The KCTCS Board of Regents takes action on the KCTCS Colleges’ Candidates for Credentials list.

5-16-03
Date Approved by
President, KCTCS

3-29-05
Date(s) of Last Review

3-29-05
Date(s) of Last Revision
(Include all dates in chronological order)

(SIGNED) 3-29-05
Recommended by
Date

(SIGNED) 3-29-05
President, KCTCS

Date