



Medicine Hat College Procedure HONORARY APPLIED DEGREE

Procedure #: PR-GA-06-01
Procedure Authority: Vice-President, Academic
Executive Sponsor: Vice-President, Academic
Approved by: Vice-President, Academic
Effective Date: December 3, 2019

1. PURPOSE

This procedure outlines the steps to be followed for the awarding of an honorary applied degree at Medicine Hat College (MHC).

2. SUPPORTING

- GA-06 Honorary Applied Degree (the **Policy**.)

3. DEFINITIONS

All terms used throughout these procedures shall have the meaning ascribed to as such under the Policy.

4. PROCEDURES

4.1 Nomination

- 4.1.1 The Honorary Applied Degree Awards Committee of the General Academic Council (GAC) shall set the nomination package and recommend the appropriate advertising for the award process.
- 4.1.2 All members of the Honorary Applied Degree Awards Committee and of the GAC shall sign confidentiality forms to ensure that the process is confidential and the names of the nominee(s) and recipient(s) are not announced prematurely.
- 4.1.3 Nominations shall be forwarded to the Honorary Applied Degree Committee, who will review all nominations and forward its recommendation(s) to the GAC. The GAC shall review the recommendation(s) of the Committee and forward its recommendation to the Board of Governors. The GAC may propose a primary nominee and alternate nominee for the Board's consideration.
- 4.1.4 Nominees (or alternate nominees) to receive an honorary applied degree should be placed on the Board of Governors' meeting agenda.

4.2 Selection

4.2.1 The Board of Governors may select honorary applied degree recipient(s) based on the recommendation of the GAC, but is not bound by the recommendation. Once selected, the nominee will be contacted by the Office of the President with the offer for the honorary applied degree. The candidate will be asked to accept or decline the honour.

Once accepted, the Office of the President and Advancement will work with the recipient for the formal announcement and convocation address.

4.2.2 The Office of the President and the Convocation Committee will finalize all other relevant details necessary for awarding of the honorary applied degree.

ORIGINAL COPY SIGNED

Terry Chapman
Vice-President, Academic

Date: December 3, 2019

DOCUMENT HISTORY

December, 2019 Procedure approved