



EDUCATIONAL POLICY HONORARY ASSOCIATE OF ARTS DEGREE

EFFECTIVE: June 1994
REVISED: April 2013
REVIEWED: March 2013
RELATED POLICIES:

POLICY

On an annual basis, the College will recognize up to two individuals or groups as Distinguished Northern Lights College members, through the awarding of Honorary Associate of Arts Degrees (HAAD) to be conferred at the annual spring convocation. This is an opportunity to honor individuals who have:

- made direct and significant contributions to the regions served by the College
- enhanced or promoted the College's image and reputation in British Columbia or elsewhere
- achieved distinguished reputations at the provincial, national or international level in education, public service, business, the professions or the arts.

RATIONALE AND GUIDING PRINCIPLES:

Centred on Excellence: We constantly strive to achieve and foster excellence through our actions.

PROCEDURE

Guidelines

Nominations should reflect significant contribution to society; accomplishments in a particular field of study, or enhanced or promoted the College's image and reputation. Some types of accomplishments may not generally be regarded in themselves as sufficient reason for consideration, i.e., holding a public office, particular acts of philanthropy, achievement of popular acclaim, or service to the College or to another educational institution.

It is a tradition at Northern Lights College that individual(s) being awarded an Honorary Associate of Arts Degree (HAAD) is invited to deliver a convocation address.

Eligibility

- Normally, up to two Honorary AA degrees will be conferred annually.
- Individuals or groups who have made an outstanding and significant contribution to the College, the communities served by the College, the College's programming or service areas and/or demonstrated excellence in the values and/or mission of the College .
- The recipient(s) must be present at convocation.

- The individual should have a reputation or profile of distinction and excellence which extends beyond the regional boundaries of the College and which is worthy of association with the College.
- Current members of the College Board of Governors, the Foundation or NLC employees/students are excluded from consideration
- Self nominations will not be accepted for consideration.
- Recognition will not be granted posthumously.
- Exceptions to these policies can be made only by the president, with the advice of the chair of the Honorary Associate of Arts Degree Committee.

DEFINITIONS:

Community: Northern Lights College community is defined here in the broadest context of the word. Community includes, but is not limited to, the geographic regions of the college as well as the social, economic, educational and political reaches of the institution.

Honorary Credential: A credential for which regular institutional and program requirements have not been met and is presented to honour an individual or group.

Nomination Procedures: Procedures published by the Education Council in co operation with the Registrar regarding the specifics of criteria and process for nomination, selection, announcing and awarding.

PROCESS:

Education Council

- The Registrar's office is responsible for administration of this policy including publishing nomination procedures and monitoring the selection process.
- The call for nominations for the annual Northern Lights College Honorary Associate of Arts Degree will be sent out to the Northern Lights College Community annually on **October 1st** by the Registrar.
- An Honorary Associate of Arts Degree (HAAD) Committee will be formed in October of not more than five members representing the breadth of the college Administration, Faculty and Staff, Students and College Board and shall be chaired by the Registrar. The College's HAAD Committee meets once a year, ordinarily in November after the receipt of nominations. In addition the HAAD committee is responsible for ensuring the confidentiality of the nomination and selection process and adherence to the Freedom of Information and Protection of Privacy Act.
- Completed nomination forms (see form below) and any supporting documentation will be received by the Secretary to Education council by **October 30th** and forwarded to the HAAD Committee chair (Registrar).
- The HAAD Committee will present their recommendation(s) and suggested wording for the parchment at the January Education Council meeting for support and then forwarded to the College Board of Governors' February meeting for final approval.

Executive Assistant to the President and College Board of Governors

- The Executive Assistant to the President and Board will communicate nomination approval to the HAAD Committee Chair.
- The nominee will be contacted by President's Office, for response by March 1st:
 - to seek the nominee's consent for the award of Honorary Associate of Arts Degree; and
 - ascertain the nominee's availability to attend the convocation ceremony at one of our campus locations; and
 - obtain agreement on an appropriate public information announcement.
- On receipt of the nominee's consent and confirmation of his/her availability to attend a convocation ceremony, the Executive Assistant to the President and Board communicates the details to the:
 - HAAD Committee Chair
 - President and Executive Committee
 - Registrar's Office (who will arrange for ordering the regalia and HAAD credential parchment)
 - Communications/Marketing Department (for inclusion in the Convocation Program, and public announcement)
 - Dean of Student Services (to manage the liaison arrangements for the nominee's reception at the College's convocation ceremony, and participation in the ceremony procession)
 - Nominator

**NOMINATION FORM
HONORARY ASSOCIATE OF ARTS DEGREE
FROM NORTHERN LIGHTS COLLEGE**

(Use separate page if necessary)

Any questions can be directed to the Registrar.

ABOUT THE NOMINEE

Name of Nominee:

Title(s):

Address:

Phone:

Email:

Please describe (in 1000 words or less) how the nominee has:

- made direct and significant contributions to the regions served by the College; or
- enhanced or promoted the College's image and reputation in British Columbia or elsewhere; or
- achieved distinguished reputations at the provincial, national or international level in education, public service, business, the professions or the arts.

Please tell us if the honorary degree would have special meaning to the nominee. If so, please describe in 50 words or less:

Are there any circumstances that the College should be aware of in considering this nomination, which are related to a specific commencement date or a particular situation of the nominee? Please explain in 50 words or less:

Would it be appropriate for this nominee to deliver a commencement address? Check one:

Yes _____ No _____

If yes, please briefly explain in 50 words or less:

NOMINATOR INFORMATION

Name of Nominator:

Title(s):

Address:

Phone:

Email:

Submit nomination to: Education Council Secretary and or Education Council Chair person.

Amendment History

Created: June 1994
Revisions: January 2012
April 2013

Scheduled Review Date

April 2018