

3354:1-11-07.1 Honorary Degree Nomination Procedure

(A) A formal notification shall be made consisting of the following:

- (1) A written narrative letter from an individual with a connection to Tri-C stating the significant achievement of the nominee and why the individual is deserving of the College's highest honor;
- (2) Biographical and other information supporting the nomination;
- (3) A second letter of recommendation (not from the same college or department);
- (4) Name, address and phone number of nominee or contact in case of posthumous award.

(B) Nominations must be received prior to the March Board meeting for consideration for May Commencement ceremonies; Nominations must be received prior to the December Board meeting for consideration for December Commencement.

(C) Nominations can come from internal and external bodies to the President's office. The President's office reviews the nominations and if they meet criteria they are passed on to the Access, Learning and Success committee for consideration and then to the full board. Nominations should be directed to:

Chair, Committee on Access, Learning and Success
President's Office
Cuyahoga Community College
700 Carnegie Avenue
Cleveland, OH 44115

(D) Once a nominee has been approved by the Committee, there will be a two-year period in which the nominee will remain eligible.

Effective date: October 30, 2014