

E.1.3.1 (Procedure) Honorary Associates Degree

Responsible Department: Vice Chancellor for Academic Success

Based on Board Policy: [E.1.3](#) - Core Curriculum and Degrees

Approved: 5-19-09

Last Amended: 2-23-10

Reviewed: 5-22-17

Nominations submitted through a college President to the Chancellor for consideration by the Board shall be submitted confidentially by means of a completed "Nomination for Honorary Degree" form (see [E.1.3.1.F](#)). The completed form shall include the name and address of the nominee, contact information for the person or group submitting the nomination, the type of associates degree recommended, and evidence of how the nominee meets one of the following criteria:

1. Extraordinary achievements in the fields of public affairs, the sciences, humanities and the arts, scholarship, education, business, philanthropy, or social services which exemplify the mission and vision of the College District;
2. Outstanding public service to the College District, the community, the state of Texas, or to humanity at large; or
3. Distinction through significant contributions to the economy or society at large.

Current employees, Trustees and other incumbent elected officials are not eligible for the Honorary Associates Degree.

College Presidents shall review nominations submitted to them, and may recommend them to the Chancellor. The Chancellor shall review nominations submitted through college Presidents, and may submit them to an ad hoc committee of the Board for review. Nominations recommended by the committee shall be presented to the Board for consideration. The Board shall determine which nominees shall receive the Honorary Associates Degree.

Honorary Associates Degrees shall be awarded during a college commencement ceremony. Nominations for Honorary Associates Degrees shall be submitted to college Presidents:

1. By March 15 for award during a Spring commencement ceremony; and
2. By October 15 for award during a Fall commencement ceremony.

The Board is the only entity authorized to award Honorary Associates Degrees.