



Policy Number and Title:	400.104 Honorary Degrees Policy		
Approval Authority:	Board of Regents	Date Effective:	April 30, 2021
Responsible Office:	President	Responsible Office Contact:	President

1. POLICY STATEMENT/REASON FOR POLICY

To posthumously honor meritorious and outstanding service to the College and to the community at large and to recognize persons who were students of the College and have made significant personal or professional contributions in their field and who demonstrate high standards of personal integrity and civic responsibility.

2. ENTITIES AFFECTED BY THIS POLICY

All BMCC Departments.

3. WHO SHOULD READ THIS POLICY

All BMCC employees.

4. WEB SITE ADDRESS FOR THIS POLICY

-This policy can be found at:

<http://www.bmcc.edu/about-bmcc/governance-administration/college-policies>

5. FORMS/INSTRUCTIONS

No forms required.

6. HISTORY

-Created: April 30, 2021

-Next Review Date: April 30, 2021

-BMCC reserves the right to revise policies at any time.

7. THE POLICY

400.104 Honorary Degrees Policy

I. Honorary Degrees Policy

The Board of Regents of Bay Mills Community College (BMCC) authorizes the award of a posthumous honorary associate degree to outstanding individuals who have attended the College and demonstrated meritorious service to Bay Mills Community College, to the community, to their profession and/or displayed leadership in civic and cultural affairs. The BMCC Board of Regents shall award all honorary degrees in the name of Bay Mills Community College. The BMCC Board of Trustees may award the following honorary degrees:

- Honorary Associate of Arts,
- Honorary Associate of Science, or
- Honorary Associate of Applied Science

A. Purpose

To posthumously honor meritorious and outstanding service to the College and to the community at large and to recognize persons who were students of the College and have made significant personal or professional contributions in their field and who demonstrate high standards of personal integrity and civic responsibility.

B. Awarding of Honorary Degrees

Honorary degrees shall be approved and conferred by the BMCC Board of Trustees at commencement. These degrees shall be awarded by the College President, the Chair of the Board of Regents, or a Board of Regents designee. Honorary degrees may be awarded posthumously, upon recommendation of the President to the Board of Regents in cases of extraordinary circumstances.

II. Honorary Posthumous Degrees

The Bay Mills Community College recognizes the academic achievements of students who were currently enrolled or former students at the college at the time of death and commemorates those achievements through the award of honorary posthumous degrees for the benefit of their families and the community. This policy establishes the criteria and processes under which posthumous degrees may be awarded to ensure academic and institutional integrity.

A. Criteria for Granting Honorary Posthumous Degrees

Posthumous degrees may be granted based on the following criteria.

- The student was a former student at BMCC prior to death.
- The student was in good academic standing and either completed all the requirements for a degree or completed at least 40% of the coursework necessary toward the degree and was not dismissed or suspended at the time of death.
- The student's death was not the result of engagement in a criminal activity.
- The degree can be awarded within a reasonable period following the student's death.

These criteria may be amended by the college President when extraordinary circumstances prevail. Degrees granted posthumously are honorary degrees and need not be degrees for which the deceased student met all degree requirements. Honorary degrees will be so designated on the deceased student's transcript, in the commencement program, and in all official college documents related to the degree or the recipient. However, if the student has completed the requirements to warrant awarding the actual credential, the earned certificate or degree will be awarded in lieu of an honorary posthumous certificate or degree.

B. Nomination Process

Any interested person may nominate a deceased former degree-seeking student who qualifies for a posthumous degree under this policy, by sending a letter with sufficient, pertinent details to the President's Office. If the request is initiated by someone who is not a member of the family of the deceased, the President's Office will obtain the approval of the deceased student's family to conduct the recommendation process.

When the President's Office receives a nomination for a posthumous degree, it will:

- Submit the nomination to the Registrar's Office to:
 - verify the death of the student and ascertain whether the criteria set forth in this policy have been met,
 - determine whether an honorary associate of arts or associate of science degree or associate of applied science degree is most applicable to the courses the student completed before death.
 - The Registrar's Office will notify the college President of these findings.
- Based on the recommendations of the Registrar's Office, the President's Office will forward the nomination to the Vice President for Academic Affairs.
- The Vice President for Academic Affairs will review the nomination, ensure that it meets the criterion in this policy, and submit a final recommendation to the President in time for approval by the Board of Trustees and recognition at commencement.
- The college President will determine whether a posthumous degree is granted. If the President approves the request for a posthumous award, the President's Office will notify the family of the deceased.
- Recipients of honorary posthumous degrees will be recognized at the next appropriate commencement as part of the graduating class.
- A recipient's family member or a representative selected by the family will be invited to be present at the ceremony at which the degree is awarded. Honorary posthumous degrees may also be awarded in a private ceremony at the request of the recipient's family.
- The Registrar's Office will post the notice of the award of the posthumous degree to the student's permanent academic record.