

**PREPARATION GUIDELINES FOR AWARDING THE
HONORARY DEGREE
AT COMMENCEMENT EXERCISES**

Upon receipt of a copy of the congratulatory letter from the President, the respective College will proceed as follows:

Establish date for honorary degree conferral (*in conjunction with the Office of the Vice President for Student Affairs*)

Arrange the honoree's travel and accommodations

(Note: The Office of the Vice President for Student Affairs processes commencement expenditures associated with the recipient's travel and accommodations only. If the honoree is flying, please encourage the use of regular airfare. The Guest House should be used for accommodations if possible.)

Order diploma, hood and regalia

(Note: The Office of the Registrar and the Bookstore will need approximately 6-8 weeks advance notice to allow sufficient time for respective requests.)

Prepare honoree's biography for commencement program

Prepare brief introduction of honoree to be read by President at ceremony

Prepare citation and submit copy to the President for approval

(Note -- The President or his/her designee will read citation at ceremony.)

Send copy of approved citation to Secretary to Board of Trustees and the Office of Academic Affairs for official files

Coordinate with the Office of the Vice President for Student Affairs the list of guests that will be invited to the ceremony and plans for a luncheon or reception, if one is to be held.

If honoree cannot attend a commencement exercise, the College Dean must request approval from the President before selecting an alternative award ceremony (e.g., special ceremony; guest conference speaker; concert performance).