



**POLICY: 6Hx28: 4-16**

**Responsible Executive:** College Provost & Vice President, Academic Affairs, and Vice President, Student Affairs

**Policy Contacts:**

**Specific Authority:** 1001.64, F.S.; 1004.68 F.S.

**Law Implemented:** 1001.64, F.S.; 1004.68 F.S.; Rule 6A-14.030, FAC

**Effective Date:** 06-22-2016

**Date of Last Policy Review:** 06-22-2016

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## **Award of Degrees and Certificates**

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**Policy:**

- I. Valencia College shall confer degrees and certificates as authorized by applicable laws and regulations of the State of Florida, in accordance with requirements established by Valencia College and specified in the college catalog.
- II. The District Board of Trustees authorizes the granting of honorary degrees by Valencia College, including without limitation the posthumous award of degrees, and authorizes the President, or designee(s), to establish requirements and guidelines governing the award of honorary degrees.

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**Policy History:**

Adopted 6-22-2016

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**Procedures:**

- I. Honorary Degrees for Distinction

- A. Candidates for Honorary Degrees may be nominated from the Valencia College community, any other academic community, or from public service areas. The following criteria may be considered:
1. The recipient should bring distinct honor to Valencia through his/her eminence, and/or;
  2. The recipient should be known to have accomplished outstanding achievement or gained national or international recognition, or made a significant scholarly, creative, public, business, or humane contribution to the United States or to Valencia College, and/or;
  3. The recipient should have a significant relationship with Valencia, e.g.
    - a. As a distinguished alumnus of Valencia
    - b. By providing major assistance to the College in creating a new program
    - c. Through significant contributions to faculty and students
    - d. Through highly beneficial contributions to the welfare of the college.
- B. The nominator shall provide formal documentation of the nominee's qualifications and eligibility, at least addressing the above listed criteria.
- C. Nominations shall be forwarded to the Vice President for Academic Affairs, who shall assemble a review committee consisting of at least the following:
1. The Assistant Vice President for Admissions and Records
  2. A representative from the academic department from which the degree will be awarded
  3. The Vice President for Public Affairs & Marketing (or designee)
  4. Others as deemed appropriate to the degree/award or deemed appropriate by the President.
- D. The committee shall review the nominations and make a recommendation to the College President as to the appropriateness of the proposed award to respective candidates and the type of honorary degree which should be conferred.

- E. If the nomination is approved by the President, the Honorary Degree shall be issued and appropriately presented.

II. Academic Degrees Awarded Posthumously:

- A. A posthumous degree is a special type of honorary degree, awarded to a student who has passed away prior to completing all degree requirements.
- B. A posthumous degree may be awarded upon request of the student's immediate family (mother, father, spouse, brother, sister) provided the family submits a request to the Vice President of Student Affairs.
- C. The request must be accompanied by:
  - 1. Student's full name.
  - 2. Valencia ID or SSN.
  - 3. Copy of the death certificate.
  - 4. Address where the diploma will be mailed.
- D. The student should meet the following criteria:
  - 1. The student must have been a degree-seeking student.
  - 2. Must have completed at least 25% of the credits required for the degree program through a combination of Valencia courses, transfer credit, credit by exam, or experiential learning.
  - 3. Completed at Valencia at least 15% of the college-level credits required for the degree.
  - 4. Must meet the standard graduation eligibility criteria for GPA and academic standing.
- E. Exceptions may be made at the discretion of the College.

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**Procedure History:**

Adopted 6-22-2016

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**Date of Last Procedure Review:** 06-22-2016

