

Administrative Policy #: [Click or tap here to enter number](#)

Title: Honorary Degrees and Awards

Effective Date: [Click or tap here to enter date](#)

SECTION 1. PURPOSE & SCOPE

- 1.1. PURPOSE: This administrative policy establishes the criteria, responsibilities, and steps for the solicitation, review, and approval of honorary degrees and awards at Fairmont State University. It ensures that recipients are recognized based on merit, achievement, and service aligned with the mission and values of the University.
- 1.2. SCOPE: This administrative policy governs all honorary degrees and awards conferred by Fairmont State University. It applies to all individuals and groups involved in the nomination and selection process.

SECTION 2. APPROVAL, DELEGATION, AND APPLICABILITY

- 2.1. AUTHORITY: The University President holds the authority to recommend nominations for honorary degrees and awards to the Board of Governors (BOG) for final approval. The Board of Governors has final decision-making authority.
- 2.2. DELEGATION: The President delegates administrative responsibility to solicit and recommend approval or disapproval of honorary degrees and awards to the Honorary Degrees and Awards Committee. This authority may not be further delegated.
- 2.3. APPLICABILITY: This administrative policy applies to all members of the Fairmont State University community, including faculty, staff, students, alumni, and external stakeholders who participate in or submit nominations for honorary degrees and/or awards.

SECTION 3. DEFINITIONS

- 3.1. HONORARY AWARD: A formal recognition granted by the University for distinguished service or achievement, excluding commemorative naming of facilities which is governed exclusively by BOG Policy GA-03, *The Naming of Facilities and Academic Programs*.
- 3.2. HONORARY DEGREE: A degree awarded as a mark of distinction to individuals who have made significant contributions to society or achieved eminence in a field relevant to the

University.

- 3.3. HONORARY DEGREES AND AWARDS COMMITTEE: A committee responsible for soliciting, reviewing, and recommending nominees for honorary degrees and awards.

SECTION 4. POLICY

- 4.1. POLICY: It is the policy of Fairmont State University that the Board of Governors confers honorary degrees and awards upon individuals who meet established criteria of distinction, service, or achievement.
- 4.2. CRITERIA: Nominees must meet at least one of the following criteria:
- 4.2.1. The nominee has made a significant contribution to or performed distinguished service for Fairmont State University, the State of West Virginia, the region, the nation, or the global community.
- 4.2.2. The nominee has attained eminence in a field significant to Fairmont State University or the State of West Virginia.
- 4.3. TYPES OF DEGREES: Individuals may be nominated for an honorary degree at the doctoral level if they possess at least an earned baccalaureate degree or at the bachelor level if they do not possess an earned baccalaureate degree. Fairmont State awards two types of honorary degrees at each level:
- 4.3.1. Doctor of Humane Letters (*honoris causa*) and Doctor of Science (*honoris causa*).
- 4.3.2. Honorary Bachelor of Arts and Honorary Bachelor of Science.
- 4.4. COMMITTEE: The Honorary Degrees and Awards Committee shall include:
- 4.4.1. One student, appointed by the Student Government Association for a one-year term.
- 4.4.2. One faculty member, appointed by the Executive Committee of the Faculty Senate for a two-year term.
- 4.4.3. One staff member, appointed by the Executive Committee of the Staff Council for a two-year term.
- 4.4.4. Two at-large members, one faculty and one staff, appointed by the University President for two-year terms.

4.4.5. The President shall designate one member as Chair.

4.5. NOMINATIONS:

4.5.1. The Honorary Degrees and Awards Committee shall solicit nominations for honorary degrees and awards at least once a semester.

4.5.2. The Honorary Degrees and Awards Committee may establish processes, documentation, and/or forms to facilitate nominations, reviews, and/or recommendations.

4.5.3. Students, faculty, staff, alumni, and community members may submit nominations, which include the nominee's qualifications and rationale for the award, at any time.

4.6. RECOMMENDATION AND APPROVAL:

4.6.1. The Honorary Degrees and Awards Committee shall review nominations and provide their recommendation for approval or disapproval to the President at least three times per academic year:

4.6.1.1. Prior to September 30 (for consideration at the October Board of Governors meeting and potential conferral at the Fall or Spring Commencement Ceremony).

4.6.1.2. Prior to January 31 (for consideration at the February Board of Governors meeting and potential conferral at the Spring Commencement Ceremony).

4.6.1.3. Prior to March 31 (for consideration at the April Board of Governors meeting and potential conferral at the Spring Commencement Ceremony).

4.6.2. The Honorary Degrees and Awards Committee may solicit feedback from current or past students, faculty, or staff to assess nominees' qualifications based on the criteria described in paragraph 4.2.

4.6.3. The President shall review the Honorary Degrees and Awards Committee's recommendations and supporting documentation and disapprove or provide a

recommendation for approval, with supporting documentation, to the Board of Governors.

- 4.6.4. The Board of Governors shall approve or disapprove nominations following discussion with the President.

SECTION 5. COMPLIANCE

- 5.1. COMPLIANCE: This administrative policy shall be implemented in accordance with all applicable BOG and Administrative Policies.
- 5.2. NONCOMPLIANCE: Failure to adhere to this administrative policy may result in the rejection of nominations or delays to approval.

SECTION 6. REVISION HISTORY

- 6.1. FREQUENCY OF REVIEW: This administrative policy will be reviewed every three years or as necessary.
- 6.2. APPROVED: [Click or tap here to enter text.](#)

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