

AURORA COLLEGE

POLICY

The Aurora College Board of Governors may recognize individuals, excluding College faculty/staff and students, who have made an outstanding education-related contribution to the College through the awarding of an Honorary Certificate and/or Diploma. One Honorary Certificate and/or Diploma per Campus may be awarded in an academic year. Posthumous Honorary Certificates or Diplomas may be awarded at the discretion of the Board.

PRINCIPLE

1. The Board of Governors wishes to acknowledge the significant contributions made to the College by community members.

PROCEDURES

1. Nominations may be made by any member of the faculty/staff, the student body or the community.
2. The nominating individual or body must submit a complete nomination package to the appropriate Campus Director. A complete nomination package will include the following:
 - A complete nomination form (see Appendix 'A');
 - A written description (maximum two pages) outlining how the nominee meets the criteria for the award;
 - Two letters of support;
 - A brief biography or resume of the nominee; and
 - Additional relevant documentation supporting the nomination.
3. The complete nomination package must be submitted to the Campus Director by **the second Friday in February**.
4. The Campus Directors will forward all completed nomination packages to the Vice President, Academic by **the last day in February**.

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5. The Vice President, Academic will present the nominations to the Board of Governors for approval.
6. The Honorary Certificate and/or Diploma will be presented by a member of the Board of Governors at the respective Campus convocation.
7. A permanent record of each award will be displayed on the Wall of Excellence at each Campus.
8. Exceptions will be approved by the Board.

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APPENDIX 'A'

AURORA COLLEGE NOMINATION FORM FOR HONORARY CERTIFICATES AND HONORARY DIPLOMAS

(All required documentation must be forwarded to the Vice President, Academic by the last day in February for nominations to be presented to the Board. Incomplete nomination packages will not be presented to the Board.)



Aurora
College

**HONORARY CERTIFICATE / DIPLOMA
NOMINATION FORM**

AWARD: _____

PROGRAM: _____

Name/Title of Individual, Group, Program or Service

Group, Program or Service Leader (if appropriate)

Name of Campus/Community Learning Centre

Address Postal Code

Community

Phone Number Fax Number

The following person may be contacted for clarification or additional information:

Name and Title of Contact (usually the nominator) Phone Number

Campus Director

Signature

NOMINATION CHECKLIST

Attached to this Nomination Form are the following:

- Written report (2 pages max.);
- Two letters of support;
- Biography or resume; and
- Other relevant documentation.