

**Title:** Honors Day Awards

**Abstract:** This policy establishes guidelines for the awarding academic and non-academic honors at the annual Honors Day ceremony.

**Responsible Office:** Provost's Office

**Official:** Provost

**Contact(s):** Provost, 226-4650

**Applies to:** All campus entities who bestow awards at Honors Day

**Effective Date:** February 11, 2016

**Revision Dates:** January 20, 2019

**Introduction/Background:** The College has a long tradition of awarding both academic and non-academic honors at the end of each spring term on Honors Day.

**Purpose:** This policy is to establish guidelines for creating new awards, selecting recipients for both current and new awards, and distributing awards on Honors Day.

**Policy Statement:** On Honors Day, the College recognizes students who have excelled academically and in other ways during the previous year. The policies outlined below have been created in order to ensure that the integrity and viability of the occasion are maintained.

**Details/Process:**

*Process for Determining Endowed Awards and Amounts*

Early each spring, the Provost's Office works in conjunction with the Office of Institutional Advancement and the Office of Finance to determine the BSC endowed awards to be given during the upcoming Honors Day based on donor agreements and available, designated funds. The amount of a given BSC endowed award is determined by the availability of funds in the endowment in the fiscal year in which it will be bestowed. Scholarship awards, which are applied to a student's account the following academic year, are based on a projected amount for the next fiscal year, which is determined by the Office of Finance.

*Process for Communicating Available Awards*

Once the Provost's Office receives a final list of BSC endowed awards and their amounts, chairs of departments will receive a list of awards for which they select recipients. In addition to BSC endowed awards, the distributed list will also include other established awards (both unendowed and those funded by outside donors and organizations) that were given on Honors Day in previous years. The list of available awards will include the criteria to be used when selecting recipients.

*Process for Selecting Recipients of Awards*

*Deadline for Submissions* - Once the lists have been distributed, the Provost Office will set a timeframe for each department to select the recipient(s) for its award(s). After five (5) business

days from the deadline of submission, changes to recipients will not be accepted. If an award recipient(s) must be selected on or after Honors Day (i.e. for juried art exhibition awards), the name(s) of the recipient(s) must be submitted to the Provost's Office as soon as a decision is made.

*Criteria for Awards* - Departments may only change the criteria for awards that are unendowed or funded by outside donors or organizations, with the approval of those entities. In order for a student to be nominated for a BSC endowed award, he or she must fit all of the stated criteria for the award.

*Number of Recipients* - A single award may be bestowed upon no more than three (3) individual recipients or two (2) organizations. A department may elect to submit no recipient should no one fit all of the criteria.

*Departmental Awards* - Many departments have currently established unendowed awards, as well as awards that are funded by outside donors and organizations.

*Awards Endowed by Outside Entities:* If a department wishes to bestow an award that is funded by an outside donor or organization, it is that department's responsibility to confirm the availability of funds with the outside entity and to arrange for distribution of the funds to the recipients(s).

*Unendowed Awards:* Departmental awards that are not funded by an outside donor or organization cannot be accompanied by a check using departmental funds. However, the department may use up to \$50 of departmental funds per award (not per recipient) to purchase a gift award, which includes a plaque, book, or gift card to be used for educational purposes (i.e. a bookstore).

*Creating Departmental Awards:* Departments may request to establish unendowed awards, which will be subject to the approval of the Provost. The request must precede or accompany the original submission of recipients and include both the name of the award and its criteria.

#### *Process for Approving Recipients*

Once the Provost's Office has received the list of recipients for awards, the students' names will be submitted to the Assistant Provost and to the Dean of Students to ensure that academic/disciplinary sanctions do not prevent any of the recipients from receiving an award. The Provost's Office will confirm with the department once the recipients have been approved. If an award recipient(s) must be selected on or after Honors Day (i.e., for juried art exhibition awards), the name(s) of the recipient(s) must be submitted to the Provost's Office for approval as soon as a decision is made.

#### *Process for Approving and Distributing College Funds*

The Provost's Office will submit the list of recipients of BSC endowed awards to the Office of Financial Planning for approval.

*Financial Ineligibility* - Should a recipient be deemed financially ineligible to receive a BSC endowed award, the Provost's Office will communicate this information to the appropriate department. In keeping with the spirit of Honors Day, a department may use up to \$50 from the endowed fund to purchase a gift award, which includes a plaque, book, or gift card to be used for educational purposes (i.e. a bookstore).

*Check Awards* - The Provost's Office submits the requests for check awards to the Office of Finance at least two weeks before Honors Day. Departments cannot request these checks, even when an award recipient(s) is selected on or after Honors Day. The Office of Finance will return the requested checks directly to the Provost's Office, which will keep a record of having received and distributed the check to the appropriate department or student.

*Scholarship Awards* - Immediately following Honors Day, the Provost's Office will submit a Scholarship Authorization form to the Office of Financial Planning for each scholarship bestowed upon recipients for the next academic year.

#### *Process for Awards Presentations*

Awards that are given to faculty and staff, as well as awards that are interdisciplinary in nature, are presented at the Honors Day Convocation ceremony, which is planned and executed by the Provost's Office. All other awards are presented at their respective departmental ceremonies. It is the responsibility of the department to make arrangements for its own departmental ceremonies, to include making facilities and catering reservations, inviting parents and students, and preparing and distributing all letters, certificates, and/or gifts (not to include checks, which are requested by the Provost's Office).

#### **Definitions:**

*Endowed Award:* an award that is accompanied by a monetary gift

*Unendowed Award:* an award that is not accompanied by a monetary gift