

## **GUIDELINES FOR THE AWARDING OF HONORARY DEGREES**

### **PRINCIPLES**

1. Individually, each nominee will have made a distinguished contribution to the nation and/or international community.
2. As a group, nominees will be initiated in discussion with the sponsoring school faculty and will reflect the diversity of contributions and contributors to the national and/or international community.
3. No faculty member, administrator or member of the Board shall contact, directly or indirectly, a potential honorary degree recipient about the possibility of receiving such a degree without being duly authorized in accordance with these procedures.
4. Only in exceptional circumstances may an honorary degree be conferred by Claremont Graduate University in any setting outside the context of the commencement ceremonies.

### **PROCEDURES**

1. The Commencement Committee will consist of three Deans (the Dean from the sponsoring school which is mainly responsible for commencement that year and the two Deans that immediately follow on the rotation from the list below), the President, the Provost, the Vice President for Academic Affairs, the Vice President of Advancement, two members of the Board of Trustees (the Chair of the Academic Affairs Committee, one appointed by the President), and a graduate student appointed by the Graduate Student Council.
2. The Committee will select its Chair by majority vote.
3. The Committee ordinarily will convene at least 18 months prior to the commencement for which honorary degree recipients are to be selected.
4. Nominations for honorary degrees shall be solicited from the Faculty Executive Committee, CGU faculty, Graduate Student Council, and the Board of Trustees.
5. The Committee will prepare a list of its nominations for honorary degree recipients with biographical materials on each for a faculty vote.
6. The faculty of Claremont Graduate University will vote on the list and the votes will be tabulated by the Committee or its designated agent.
7. The President and the Chair of the Committee will present the list approved by the faculty to the Board of Trustees for approval.
8. Responsibility for hosting the honorary degree recipients rotates between university schools as follows:
  - 2010 – School of Politics and Economics
  - 2011 – School of Educational Studies
  - 2012 – School of Information Systems and Technology
  - 2013 – School of Community and Global Health
  - 2014 – School of Arts and Humanities
  - 2015 – Peter F. Drucker and Masatoshi Ito Graduate School of Management
  - 2016 – School of Behavioral and Organizational Sciences
  - 2017 – School of Mathematical Sciences
  - 2018 – School of Religion

9. The number of honorary degrees awarded each academic year is not to exceed four (4).
10. The President will extend all invitations to the honorary degree candidates.
11. Honorary degrees offered by the university include: Doctor of Humane Letters (L.H.D.), Doctor of Letters (Litt.D.), Doctor of Science (Sc.D.), Doctor of Laws (LL.D.) or Doctor of Management (D.Mgt.).
12. The commencement speaker may be selected from the list of approved honorary degree candidates.

Approved FEC 10/19/09; Faculty 11/2/09