

**University Policy 4.01.07****Honorary Degrees****Policy Revision Approval Date: November 18, 2011****Policy Revision Effective Date: January 1, 2012****Procedure Approval Date: November 18, 2011****Procedure Effective Date: January 1, 2012****POLICY STATEMENT**

Capella University awards honorary degrees to individuals who have made outstanding contributions in specific fields or society at large but have not completed the academic requirements for degree or certificate conferral at Capella. Honorary degrees are awarded to recipients at Capella University commencement events.

Honorary degrees are reviewed and approved by the Capella University Board prior to their award.

**RATIONALE**

The highest honorary recognition Capella University awards to an individual for his or her contributions to the pursuit of knowledge and the betterment of society is an honorary degree. This policy establishes criteria and processes for issuing honorary degrees.

**DEFINITIONS**

None

**PROCEDURES**

- I. Governance of Honorary Degrees
  - A. Capella University's Residential Programs and Events team completes an Honorary Degree Nomination Form for potential honorary degree recipients.
  - B. Potential recipients of honorary degrees are nominated by the chief academic officer to the Capella University president.
  - C. The Capella University president presents nominees to the Capella University Board for review and approval.
  - D. Nominees for honorary degrees must be approved by a simple majority of the Capella University Board.
  - E. Current holders of political office, whether elected or appointed, are not eligible for a Capella University honorary degree.
  - F. Current Capella University faculty and staff are not eligible for a Capella University honorary degree.
  - G. Current Capella University learners are not eligible for a Capella University honorary degree.
  - H. Capella University is not obligated to award honorary degrees on an annual basis.

## II. Honorary Degree Eligibility

- A. Recipients must have made an exceptional contribution to the pursuit of knowledge or betterment of society.
- B. Recipients must be present at the Capella University commencement at which the honorary degree is awarded.
- C. Capella University faculty and staff may typically be considered for an honorary degree five or more years after ending their relationship with the university.
- D. Capella University learners and alumni may typically be considered for an honorary degree five or more years after ending their relationship with the university.
- E. Financial gifts to Capella University cannot be the primary criterion for the issuing of an honorary degree.

## III. Records Management

- A. Capella University awards the Honorary Doctorate of Humane Letters.
- B. Recipients of honorary degrees are not issued a Capella University transcript.
- C. Capella University provides a diploma to recipients of an honorary degree.
- D. Capella University makes no representation that awarding an honorary degree indicates that the recipient has or will obtain the competencies needed for licensure or certification in any field.
- E. Capella University's Learner Services and Operations department maintains a record of honorary degree recipients which includes the Honorary Degree Nomination Form.

## **POLICY OWNER**

Academic Owner: University Board of Directors

Operations Owner: Learner Services and Operations

## **RELATED DOCUMENTS**

University policy 3.01.09 Degree and Certificate Conferral

University policy 4.04.02 Licensure

## **REVISION HISTORY**

Original Policy Approval Date: 11-18-11

Administrative edits as result of ongoing review: 4-17-12