
Chapter: Student Affairs

Modification No. 002

Subject: **Board of Trustees Apprenticeship Academic Excellence Award**

- I. The Board of Trustees is dedicated to recognizing students with outstanding academic achievement from the Workforce Development and Continuing Education Apprenticeship Program.
- II. The President is authorized to establish procedures to implement this policy.

Board Approval: April 28, 1997; February 21, 2022.

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Modification No. 003

Subject: **Board of Trustees Apprenticeship Academic Excellence Award**

I. Program and Eligibility

- A. The Board of Trustees Apprenticeship Academic Excellence Award program is designed to recognize students with outstanding academic achievement through the College's apprenticeship programs.
- B. Candidates for nomination must be eligible for commencement ceremonies. Candidates for nomination as a "Board of Trustees Apprenticeship Excellence Award" must have competed or will complete during the spring semester all required courses; have taken at least the final two (2) years of required apprenticeship academic training at Montgomery College; and have maintained a cumulative grade point average of 3.5 in all courses at the College. In addition, the candidate must be willing to participate as a commencement speaker.
- C. Eligible students will be determined from grade report records maintained in the Workforce Development and Continuing Education offices. All students who meet the initial criteria in the Apprenticeship Program will be notified of their nomination by email in March, informed of the selection process, and asked to respond if they wish to be considered.

II. Selection Process

- A. The senior vice president for academic affairs will appoint an apprenticeship academic excellence award nomination panel. The panel will consist of apprenticeship program staff, faculty, and program sponsors. The panel members will be recommended to the senior vice president no later than January 31 with appointments made by the senior vice president no later than March 1 each year.
- B. All nominees will be ranked in GPA order and reviewed by the nomination panel. The nominees will be asked to submit a 500-word essay addressing their educational experience and community service in advance of formal interviews. The panel will use the (a) academic history of the nominees; (b) the essay; and (c) the interview to recommend the top three students for the award.
- C. No later than April 20, the apprenticeship academic excellence nomination panel will submit its top three recommended students to the vice presidents/provosts who will select the awardee for the Board of Trustees Apprenticeship Academic Excellence Award. The vice presidents/provosts will submit the name of the awardee to the senior vice president for academic affairs by May 1
- D. In the event that an additional nominee for the Board of Trustees Apprenticeship Academic Excellence Award is deemed worthy of recognition, the vice presidents/provosts may recommend a runner-up award for that nominee.
- E. The senior vice president for academic affairs will notify the Office of the President and the Office of Advancement and Community Engagement (OACE) of the awardee

names. OACE will contact the students to develop a brief biographical sketch and obtain a photograph for College publications.

- F. Should the designated awardee fail to maintain the 3.5 GPA and/or fail to complete graduation requirements, the vice presidents/provosts will be notified by the college registrar and asked to name an awardee from the other students recommended by the nomination panel.

III. Recognition

The Board of Trustees Apprenticeship Academic Excellence Award will be recognized at the commencement ceremony, in which the recipient will participate as part of the program. The awardee will also receive an appropriate citation and a monetary award to be applied to future tuition or educational purposes of their choice, and will be appropriately recognized in the commencement publications. Runners-up will also receive an appropriate citation and monetary award and be appropriately recognized in the commencement program. In the event of an extraordinary circumstance preventing the awardee from participating in commencement ceremonies, the senior vice president for academic affairs may waive the participation.

Administrative Approval: April 28, 1997; July 15, 2002; February 25, 2022.