I. The Board of Trustees is dedicated to recognizing students with an outstanding academic achievement scholar from the Workforce Development and Continuing Education Apprenticeship Program.

II. The President is authorized to establish procedures to implement this policy.

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 Scholar” must have competed or will complete during the spring semester all required courses; be eligible for Journeyworker status; 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 4.0 in all courses at the College. In addition, the candidate must be willing to participate as a commencement speaker at the commencement ceremony.

C. Eligible students will be determined from grade report records maintained in the Apprenticeship/Technical Trades Office. 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. The Vice President for Workforce Development and Continuing Education will develop a process that ensures the fair and objective evaluation of students being considered for this honor. At least one member of the Board of Trustees will be invited to participate in the evaluation process.

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 31 each year.

B. All nominees will be ranked in GPA order and reviewed by the nomination panel. The top three 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. The top-ranked student will be named as the Board of Trustees Apprenticeship Scholar, pending review of final semester grades and graduation status.

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.

IV. The next-ranked student will receive the award should the top student fail to maintain the 4.0 GPA and/or fail to complete graduation requirements. The name, identification number, and a brief biographical sketch of the top-ranked nominee should be forwarded to the Chief of Staff with a copy to the Executive Vice President for Academic and Student Services in time to have the information and a photograph included in the commencement program.

V. If in any academic year there are no students in Apprenticeship who meet the 4.0 GPA requirement or choose not to be considered for the award, the Board will empower the Vice President for Workforce Development and Continuing Education with the authority to seek a qualifying student with the highest possible GPA.

III. Recognition

The Board of Trustees Apprenticeship Academic Excellence Award Scholar shall will be recognized at the commencement ceremony, at in which he/she the recipient will participate as part of the program one of the commencement speakers. The awardee scholar will also receive an appropriate citation and a monetary cash award to be applied to future tuition or educational purposes of their choice, and will be appropriately recognized in the commencement publications program.