
Chapter: Student Affairs

Modification No. 002

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

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

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5 II. The President is authorized to establish procedures to implement this policy.
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9 Board Approval: April 28, 1997; _____, **2022**.

Chapter: Student Affairs

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1 I. **Program and Eligibility**

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3 A. The Board of Trustees Apprenticeship Academic Excellence Award
4 program is designed to recognize students with outstanding academic
5 achievement through the College’s apprenticeship programs.
6

7 B. Candidates for nomination **must be eligible for commencement ceremonies.**
8 **Candidates for nomination** as a “Board of Trustees Apprenticeship **Excellence**
9 **Award** ~~Scholar~~” must have competed or will complete during the spring semester
10 all required courses; ~~be eligible for Journeyworker status~~; have taken at least the
11 final two (2) years of required apprenticeship academic training at Montgomery
12 College; and have maintained a cumulative grade point average of ~~4.0~~ **3.5** in all
13 courses at the College. In addition, the candidate must be willing to participate
14 as a commencement speaker at the commencement ceremony.
15

16 C. Eligible students will be determined from grade report records maintained in the
17 **Workforce Development and Continuing Education offices**
18 ~~Apprenticeship/Technical Trades Office~~. All students who meet the initial criteria
19 in the Apprenticeship Program will be notified of their nomination by email in
20 March, informed of the selection process, and asked to respond if they wish to be
21 considered. ~~The Vice President for Workforce Development and Continuing~~
22 ~~Education will develop a process that ensures the fair and objective evaluation of~~
23 ~~students being considered for this honor. At least one member of the Board of~~
24 ~~Trustees will be invited to participate in the evaluation process.~~
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26 II. **Selection Process**

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28 A. The senior vice president for academic affairs will appoint an apprenticeship
29 academic excellence award nomination panel. The panel will consist of
30 apprenticeship program staff, faculty, and program sponsors. The panel
31 members will be recommended to the senior vice president no later than
32 January 31 with appointments made by the senior vice president no later than
33 March 31 each year.
34

35 B. All nominees will be ranked in **GPA order** and reviewed by the nomination panel.
36 **The top three nominees will be asked to submit a 500-word essay addressing**
37 **their educational experience and community service in advance of formal**
38 **interviews. The panel will use the (a) academic history of the nominees; (b) the**
39 **essay; and (c) the interview to recommend the top three students for the**
40 ~~award; the top-ranked student will be named as the Board of Trustees~~
41 ~~Apprenticeship Scholar, pending review of final semester grades and graduation~~
42 ~~status.~~
43

44 C. **No later than April 20, the apprenticeship academic excellence nomination**
45 **panel will submit its top three recommended students to the vice**
46 **presidents/provosts who will select the awardee for the Board of Trustees**
47 **Apprenticeship Academic Excellence Award. The vice presidents/provosts will**

48 submit the name of the awardee to the senior vice president for academic
49 affairs by May 1.

50
51 ~~IV. The next ranked student will receive the award should the top student fail to maintain the~~
52 ~~4.0 GPA and/or fail to complete graduation requirements. The name, identification~~
53 ~~number, and a brief biographical sketch of the top-ranked nominee should be forwarded~~
54 ~~to the Chief of Staff with a copy to the Executive Vice President for Academic and~~
55 ~~Student Services in time to have the information and a photograph included in the~~
56 ~~commencement program.~~

57
58 ~~V. If in any academic year there are no students in Apprenticeship who meet the 4.0 GPA~~
59 ~~requirement or choose not to be considered for the award, the Board will empower the~~
60 ~~Vice President for Workforce Development and Continuing Education with the authority to~~
61 ~~seek a qualifying student with the highest possible GPA.~~

62 63 **III. Recognition**

64
65 The Board of Trustees Apprenticeship **Academic Excellence Award Scholar shall will**
66 be recognized at the commencement ceremony, **at in** which **he/she the recipient** will
67 participate as **part of the program one of the commencement speakers**. The **awardee**
68 ~~scholar~~ will also receive an appropriate citation and a **monetary cash** award to be
69 applied to future tuition or educational purposes of their choice, and **will** be appropriately
70 recognized in the commencement **publications program**.

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