

---

Chapter: Academic Affairs

Modification No. 002

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

---

- I. The Board of Trustees is dedicated to recognizing an outstanding scholar from each College campus.
- II. The President is authorized to establish procedures to implement this policy.

---

Board Approval: April 19, 1993; February 21, 2022.

---

Chapter: Academic Affairs

Modification No. 003

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

---

- I. The Board of Trustees Academic Excellence Award program is designed to recognize anticipated graduates with outstanding academic achievement across the College's academic units as follows:
  - A. Applied Technologies, Gudelsky Institute for Technical Education, and Workforce Development and Continuing Education
  - B. Arts, Business, Education, English, and Social Sciences
  - C. Communication, Health Sciences, Health and Physical Education, and Humanities
  - D. Science, Technology, Engineering, and Mathematics
- II. Candidates for nomination must be eligible for graduation. The nominee must have received an associate's degree (as a first undergraduate degree) in summer or fall terms or have completed 45 credit hours and have in progress final requirements for an associate's degree (as a first undergraduate degree) in spring term of the given academic year. At least 25 of the required credit hours must have been taken at Montgomery College. The nominee must have maintained a cumulative grade point average of 3.5 in all courses at the College. In addition, the candidate for nomination must be willing to participate in the commencement ceremony program.
- III. All students who meet the initial criteria will be notified of their nomination by College email in March, informed of the selection process by the senior vice president for academic affairs, and asked to respond to an appropriate contact person if they wish to be considered.
- IV. Selection Process
  - A. The senior vice president for academic affairs will appoint a collegewide nomination panel for each of the academic units. Each panel will consist of three faculty members from at least two campuses (except for single-campus programs) who represent disciplines in the academic unit. The initial appointees will have staggered one-year, two-year, and three-year appointments. Subsequent appointees will have three-year terms. Faculty members will be recommended by the appropriate dean 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 for each Board of Trustees Academic Excellence Award will be ranked in GPA order and reviewed by the field of study's nomination panel. Nominees will be asked to submit a 500-word essay addressing their education experience and community service. Each academic unit nomination panel will select nominees to interview. 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 academic unit award.

- C. No later than April 20, academic unit nomination panels will submit their three recommended students to the vice presidents/provosts, who will select the awardees for each Board of Trustees Academic Excellence Award. The vice presidents/provosts will submit the names of the awardees to the senior vice president for academic affairs by May 1.
- D. In the event that an additional nominee in an academic unit category is deemed worthy of recognition, the vice presidents/provosts may recommend a runner-up award for that student.
- 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 in a field of study 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 academic unit nomination panel.

V. Recognition

Board of Trustees Academic Excellence Award will be recognized at the commencement ceremony at which they are to participate as part of the program. The awardees will receive an appropriate citation, a monetary award to be applied to future tuition or educational purposes of their choice, and will be appropriately recognized in 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 19, 1993; July 15, 2002; February 25, 2022.