
Chapter: Academic 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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I. Program and Eligibility

- A. The Board of Trustees Apprenticeship Academic Excellence Award program is designed to recognize anticipated graduates with outstanding academic achievement through the College's apprenticeship programs.
- B. Candidates for nomination must be eligible for commencement ceremonies. The nominee 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 3.8 in all courses at the College. In addition, the candidate must participate in the commencement ceremony program and be willing to serve as a commencement speaker, if asked to do so.
- 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 February, 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 vice president/provost no later than January 31 with appointments made by the senior vice president no later than February 15 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. The apprenticeship academic excellence nomination panel will submit its top three recommended students to the vice president/provost who will select the awardee for the Board of Trustees Apprenticeship Academic Excellence Award. The vice president/provost will submit the name of the awardee to the senior vice president for academic affairs no later than April 15.
- D. In the event that an additional nominee for the Board of Trustees Apprentice Academic Excellence Award is deemed worthy of recognition, the vice president/provost 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

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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 3.8 GPA and/or fail to complete graduation requirements, the vice president/provost 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 recipient will be recognized at the commencement ceremony. 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 appropriate recognition in the commencement publications. Runners-up will also receive an appropriate citation, monetary award and appropriate recognition 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; February 12, 2024.

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