1. **Purpose**
Consistent with its values and commitment to active citizenship, Mohawk College, through its Board of Governors, has a long-standing tradition of acknowledging distinguished service to the College, and the community, by an individual or organization with the presentation of special recognition awards.

This policy outlines approaches and criteria for recognizing outstanding service to the College and the community by an external organization or individual.

2. **Application and scope**
This policy applies to all staff, students, internal and external members of the College community and external College contributors. Special recognition awards consist of student recognition and awards (non-monetary), graduate awards, staff awards and community member awards.

3. **Definitions**

“**Awards**” are awarded to recognize outstanding service to the College or Community (Refer to Appendix A for definitions of specific awards).

“**Citation**” is an official document, or speech, that praises somebody’s actions, accomplishments or character.

“**Convocation**” is an official ceremony for awarding of diplomas, certificates, and when applicable, special recognitions.

“**Credential**” refers to a successfully awarded Mohawk College certificate, diploma, advanced diploma or graduate certificate, awarded at Convocation.

“**Liripipe**” was first used in Europe during the Middle Ages as a mark of distinction and academic achievement. A Master would take the tail of his Master’s Hood and present it to his student as a recognition that the student has successfully completed the training period and was now accepted into the Guild.
“Program of Studies” is an official list of all of the required courses embracing all semesters of levels of an approved diploma or certificate program, successful completion of which leads to a Diploma or Certificate.

4. Principles
College medals and awards are bestowed to students who achieve distinction in several segments of College life and demonstrate leadership qualities. Acknowledgement of internal and external members of the College community supports the College’s strategic priorities. Acknowledging employees and recognizing external contributors to the College ensures quality programs and facilities, and cultivates an innovative, Future Ready College and community.

5. Accountability and Compliance

5.1 Accountability Framework
This policy has been approved by the Senior Leadership Team.

5.2 Compliance
The Registrar is responsible for monitoring this policy and ensuring compliance.

6. Rules

6.1 Nomination and Selection
The Registrar’s Office is responsible for requesting graduate clearing confirmation and issuing calls for nomination to members of the college community at appropriate points in advance of presentation dates and, when applicable, convocation ceremonies. The Call for Nomination will be submitted for recognition awards as indicated in Appendix A and based on established timelines.

A senior College administrator will notify the recipients of the Special Community Recognition Awards. The Registrar’s Office will finalize the logistics for the award recognitions.

6.2 Nature of the Awards
Awards will be presented with a citation, when applicable, highlighting the recipient’s eligibility criteria. A printed copy of the citation and certificate signed and sealed by the appropriate College staff will be presented to the individual. For awards presented at a Convocation ceremony, the citation will be conveyed when the award is presented.

The Registrar’s Office is responsible for approving the final submitted citation for convocation purposes, preparing the printed citations and securing appropriate signatures.

6.3 Student Awards

6.3.1 Graduate
Students who have successfully completed their current graduating program of studies for diploma and certificate programs, and are deemed clear to graduate, with no holds on their account, will be awarded the appropriate credential. Students attending a
Convocation ceremony will have a Liripipe bestowed on them by the Vice President, Academic and receive their credential. Graduates not attending a Convocation ceremony will have their credential mailed to them following their Convocation. Returned or unclaimed credentials will be destroyed after 5 years.

6.3.2 Senior Student Ambassador
The award is available to students who have successfully completed the first and second semesters of their program, a minimum of 20 hours of co-curricular involvement and completed the MoCrew Academy. Recognition will be a school ring presented at a Deans’ celebration.

6.4 Graduate Awards

6.4.1. Governor General’s Academic Medal
The Collegiate Bronze medal is awarded to the student who achieves the highest cumulative average upon graduation from a diploma level, full-time postsecondary program with minimum two year duration. Recipient must have no failing grades at the College. One medal is presented annually to a recipient at a Convocation ceremony on behalf of, and in the name of, the Governor General. The College is responsible for inscribing the winner’s name on the certificate and providing the recipient’s name to the Chancellery immediately after presentation.

6.4.2 Graduate Medals
Awards are given to one student per faculty who achieved academic distinction while maintaining honours academic standing, with no failures. The medals are awarded to the graduating student with the highest grade point average of each faculty, according to the criteria.

6.4.3 Outstanding Achievement Award
Award is granted to graduates who achieve distinction in every segment of College life and demonstrate traits which set an example for fellow students. Recipients will have maintained a minimum 75% GPA academic standing and will have proven community involvement and extracurricular activities that contributed to the enhancement of College and community life. The Convocation, Recognition, Awards and Medals’ Team receives nominations and recommendations from academic faculty areas.

6.4.4 Posthumous Diplomas
The award will be given to recognize students who have passed away after completing a minimum of 75% of their program requirements within a timeframe established by the Registrar. Academic staff is responsible for requesting a posthumous diploma to be considered.

6.4.5 W.K. Warrender Award
The award recognizes the distinguished contribution of recipients to student life throughout their time at the College.

6.5 Staff Awards
6.5.1 Emeritus
When appropriate, the Board of Governors’ Chair, or the President, will bestow the title Emeritus to retired or honourably discharged College community members from active professional duty and retaining the title of their office or position.

6.6 Community Member Awards

6.6.1 Appreciation Award
When appropriate, the Board of Governors’ Chair, President or designated member of the Board of Governors, will officially recognize external individuals or organizations providing distinctive, outstanding service to the College, or to the College system in general. Members of the Board of Governors and Advisory Committees are eligible to receive this award.

6.6.2 Distinguished Fellow Program
The program recognizes successful members of the community who make a meaningful contribution to the College and represents a strategic initiative to extend the College’s outreach in the community. The program encourages the involvement of seasoned leaders, supports the strategic growth and academic excellence of the College, ensures continued successful momentum in fundraising and enhances the corporate networks that are essential for viable applied research projects. Participation in the program is by invitation only and the title will be conferred and service recognized at Convocation. It represents the highest honour bestowed upon individuals to recognize their invaluable contributions to Mohawk in significant ways, including academic advisement and student engagement, community outreach, and strategic advisement to Mohawk’s senior leadership team.

**Distinguished Fellow**: When appropriate, the Chair, President or designated member of the Board of Governors will bestow a **Distinguished Fellow** title to individuals who make invaluable contributions to the College in significant ways, including academic advisement and student engagement, community outreach, and strategic advisement to Mohawk’s senior leadership team. Through outstanding professional achievement, expert status within their profession and proven business acumen, the distinguished recipient will be highly respected within and beyond the communities served by the college. Distinguished Fellows serve appointments of three to five years, with an opportunity for renewal. Recipient will be recognized at Convocation, with hooding, and will be the ceremony guest speaker.

**Distinguished Fellow – Adjunct Professor**: When appropriate, the Board of Governors’ Chair, President or designated member of the Board of Governors will confer the title of **Distinguished Fellow – Adjunct Professor** on individuals whose contributions support applied research initiatives undertaken or planned by the College. Recipients will have made a significant contribution in an area of specific expertise, for which he or she is renowned and of particular benefit to the academic directions of the College. The distinction will be conferred with the bestowal of a College hood as a symbol of recognition. Recipient will be recognized at Convocation, with hooding, and will be the ceremony guest speaker.
Distinguished Fellow – Honorary Diploma: When appropriate, the Board of the Governors’ Chair, President or designated member of the Board of Governors will confer the title of Distinguished Fellow – Honorary Diploma on individuals whose contributions were invaluable in advancing the College’s mandate in research, teaching or life long learning. All of the aforementioned Distinguished Fellow qualities apply as per the two previous categories.

6.6.3 Fellow of Mohawk College
The inaugural Fellow of Mohawk College award was granted in June 2012. Future Fellows will be recognized under 6.6.2.

Recommendation for the honour will be by the Board of Governors’ Chair, President or designated member of the Board of Governors. The title bestowed upon an individual contributing to the advancement of the vision, mission and values of the College. Support would include contributing to academic excellence through mentoring; guest lectures; collaboration with faculty; and those who act as College ambassadors within the community, support the work of the Mohawk College Foundation and/or assist with strategic planning for the College.

6.6.4 Friend of Mohawk College
When appropriate, the Chair, President or designated member of the Board of Governors will bestow the title upon individuals who have demonstrated outstanding leadership qualities in supporting the College and the community. The recognition will be bestowed at a signature event as determined by Mohawk Executive Group.

6.6.5 Honorary Certificate and Diploma
When appropriate, the Chair or designated member of the Board of Governors will confer an Honorary Certificate or Diploma on an individual who has made a significant contribution in an area of specific expertise, for which he or she is renowned, that is of particular benefit to the academic directions of the College. The distinction will be conferred at Convocation with the bestowal of the Liripipe as a symbol of graduation.

7. Policy revision date

7.1 Revision Date
February 2017

7.2 Responsibility
The Registrar is responsible for monitoring this policy every three years or more frequently in response to feedback from the College Community.

8. Attachments
Appendix A – Special Recognition Awards
Appendix B – Student, Graduate and Staff Recognition Awards Nomination Package
Appendix C – Special Community Recognition Awards Nomination Package

9. Specific links
SS-3002-2014 Convocation/Graduation Ceremonies
SS-3101-2009 Grading and Transcripts
SS-3206-2016 Student Success Policy Framework
# SPECIAL RECOGNITION AWARDS

<table>
<thead>
<tr>
<th>RECOGNITION and HONOUR BESTOWED</th>
<th>ELIGIBILITY</th>
<th>AWARD PROCESS</th>
<th>TIMELINES</th>
<th>PRESENTATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Graduate</strong>&lt;br&gt;Credential and Liripe at Convocation</td>
<td>Students who have successfully completed their current graduating program of studies for diploma and certificate programs and are clear to graduate.&lt;br&gt;Students’ status and records (academic, financial, behavioral) must be in good standing with the College.</td>
<td>Grades and graduation eligibility approved by Academic staff and confirmed by Registrar’s staff.</td>
<td>Requirements must be met a minimum of 1 month prior to Convocation.</td>
<td>Presented at Convocation ceremony.</td>
</tr>
<tr>
<td><strong>Senior Student Ambassador</strong>&lt;br&gt;School Ring</td>
<td>Students who have successfully completed the first year of their program plus 20 hours of co-curricular involvement.&lt;br&gt;Good academic standing.&lt;br&gt;MoCrew grad (completed MoCrew Academy).</td>
<td>MoCrew graduate status and co-curricular hours confirmed by Student Engagement and submitted to academic departments.&lt;br&gt;Academic staff confirms academic standing and submit nominations.&lt;br&gt;Registrar’s staff review and confirm recipients.</td>
<td>Call for Nomination issued by Convocation, Recognition, Awards and Medals’ Team 2 weeks prior to Dean’s celebration.&lt;br&gt;Nomination forms initiated by Student Engagement staff 1 week prior to Dean’s Celebration Spring date.</td>
<td>Awarded at Dean’s celebration.</td>
</tr>
<tr>
<td><strong>Governor General’s Academic Medal</strong>&lt;br&gt;Collegiate Bronze Medal and Framed Acknowledgement</td>
<td>Graduating student from current year who achieves the highest overall average from a diploma level, full-time postsecondary program (minimum 2 year program) with no failing grades.</td>
<td>Selected by Registrar’s staff based on grade point average report generated by Corporate Reporting.</td>
<td>GPA report requested 3 weeks prior to Convocation ceremony.&lt;br&gt;Student selected and notified 2 weeks prior to Convocation.</td>
<td>Presented annually at Spring Convocation ceremony.</td>
</tr>
<tr>
<td>RECOGNITION and HONOUR BESTOWED</td>
<td>ELIGIBILITY</td>
<td>AWARD PROCESS</td>
<td>TIMELINES</td>
<td>PRESENTATION</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>------------</td>
<td>---------------</td>
<td>-----------</td>
<td>--------------</td>
</tr>
<tr>
<td>Graduate Medals Medal and Framed Acknowledgement</td>
<td>Awards are given to one student per faculty who achieved academic distinction while maintaining honours academic standing, with no failures. Awarded to the graduating student with the highest grade point average of each faculty, according to the criteria.</td>
<td>Selected by Registrar’s staff based on highest grade point average for all graduates in an academic year. GPA report generated by Corporate Reporting. Approved by Convocation, Recognition, Awards and Medals’ Team and endorsed by the President.</td>
<td>GPA calculations completed prior to Spring Convocations.</td>
<td>Presented annually at Spring Convocation ceremonies.</td>
</tr>
<tr>
<td>Outstanding Achievement Award Framed Acknowledgement</td>
<td>Graduating student with a minimum 75% GPA in addition to proven community involvement and extracurricular achievements.</td>
<td>Recommended by academic staff. Approved by Convocation, Recognition, Awards and Medals’ Team and President.</td>
<td>Call for Nominations issued by Convocation, Recognition, Awards and Medals’ Team 2 months prior to Convocation. Nomination packages received 5 weeks prior to Convocation will be reviewed.</td>
<td>Presented at Spring and Fall Convocation ceremonies.</td>
</tr>
<tr>
<td>Posthumous Diplomas Credential</td>
<td>Awarded to recognize a student who was in good academic standing and successfully completed a minimum of 75% of their program, within a timeframe established by the Registrar.</td>
<td>Recommended by academic staff. Approved by Convocation, Recognition, Awards and Medals’ Team.</td>
<td>Nomination package received by Chair of Convocation, Recognition, Awards and Medals’ Team a minimum of 1 month prior to Convocation. Family is contacted by academic staff or Chair of Convocation, Recognition, Awards and Medals’ Team.</td>
<td>Presented to family member/friend at Convocation ceremony.</td>
</tr>
</tbody>
</table>
## SPECIAL RECOGNITION AWARDS

<table>
<thead>
<tr>
<th>RECOGNITION and HONOUR BESTOWED</th>
<th>ELIGIBILITY</th>
<th>AWARD PROCESS</th>
<th>TIMELINES</th>
<th>PRESENTATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>J. K. Warrender Framed Acknowledgement</td>
<td>Awarded to a student who has exhibited an exemplary contribution to student life throughout their time at the College</td>
<td>Recommended by staff. Approved by Convocation, Recognition, Awards and Medals’ Team and endorsed by the President.</td>
<td>Call for Nominations issued by Convocation, Recognition, Awards and Medals’ Team 2 months prior to Convocation. Nomination packages received 5 weeks prior to Convocation will be reviewed.</td>
<td>Presented at Convocation ceremony.</td>
</tr>
</tbody>
</table>

### Staff Awards

| Emeritus Honourable Service Award for College Staff | Highest recognition available to College staff providing distinguished service to the college with a lasting impact. | Recommended by a Vice President. Forwarded to Mohawk Executive Group for the President’s approval. Recommended to the Board of Governors by the President for final approval. | Convocation, Recognition, Awards and Medals’ Team will be notified 2 months prior to Convocation. | Presented at Convocation. |

### Community Member Awards

<p>| Appreciation Award Framed Acknowledgement | Awarded to external individuals and organizations providing distinctive, outstanding service to the College or the college system. | Nominations submitted by College staff. Approved by Vice President and forwarded to Mohawk Executive Group for approval. Final approval by President on behalf of Board of Governors. | Convocation, Recognition, Awards and Medals’ Team will be notified 2 months prior to recognition event. | Presented at a College event, determined by Mohawk Executive Group, to the individual, or a representative of the designated organization. |</p>
<table>
<thead>
<tr>
<th>RECOGNITION and HONOUR BESTOWED</th>
<th>ELIGIBILITY</th>
<th>AWARD PROCESS</th>
<th>TIMELINES</th>
<th>PRESENTATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distinguished Fellow Framed Acknowledgement and College hood</td>
<td>Open to exceptional individual community/staff/Alumni members who championed a specific school/program and made an invaluable contribution to the College.</td>
<td>Recommended by a Dean. Approved by Vice President and forwarded to Mohawk Executive Group for approval.</td>
<td>Call for Nominations issued by Convocation, Recognition, Awards and Medals’ Team 2 months prior to Convocation.</td>
<td>Presented at Convocation or at a mutually convenient time for the recipient and the nominator. Recipient will address the convocation when present.</td>
</tr>
<tr>
<td>Distinguished Fellow – Adjunct Professor Framed Acknowledgement and College hood</td>
<td>Awarded to an individual who made a substantial contribution in an area of significant expertise that is of particular benefit to the College, notably in applied research.</td>
<td>Final approval by President on behalf of Board of Governors.</td>
<td>Nomination packages received 5 weeks prior to Convocation will be reviewed.</td>
<td></td>
</tr>
<tr>
<td>Distinguished Fellow – Honorary Diploma Framed Acknowledgement and College hood</td>
<td>Awarded initially in 2018 to individuals who made a substantial contribution in an area of significant expertise that is to the benefit of the College and/or its students and/or the community it serves.</td>
<td></td>
<td>Determination of recipients will be finalized 3 weeks prior to Convocation.</td>
<td></td>
</tr>
<tr>
<td>Fellow of Mohawk College Framed Acknowledgement</td>
<td>The inaugural Fellow of Mohawk College award was granted in June 2012. Future Fellows will be recognized under the Distinguished Fellow Program. Presented to individuals providing outstanding support to, or promotion of, the College within the community and contributing to the advancement of the College’s vision, mission and values.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| **Friend of Mohawk Framed Acknowledgement** | Awarded in recognition of outstanding leadership in community sectors and for ongoing support of the College.  
Nominations submitted by College staff.  
Approved by Vice President and forwarded to Mohawk Executive Group for approval.  
Final approval by President on behalf of Board of Governors. | Convocation, Recognition, Awards and Medals’ Team will be notified 2 months prior to recognition event. | Presented at College signature events as determined by Mohawk Executive Group. |
# SPECIAL RECOGNITION AWARDS

<table>
<thead>
<tr>
<th>RECOGNITION and HONOUR BESTOWED</th>
<th>ELIGIBILITY</th>
<th>AWARD PROCESS</th>
<th>TIMELINES</th>
<th>PRESENTATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honourary Certificate and Diploma Certificate/Diploma/Advanced Diploma Honoris Causa (HC)</td>
<td>Open to individual community members who have substantially contributed to the industry/field.</td>
<td>Nominations submitted by College staff.</td>
<td>Convocation, Recognition, Awards and Medals’ Team will be notified 5 weeks prior to Convocation.</td>
<td>Presented at Convocation. Recipient may address Convocation.</td>
</tr>
</tbody>
</table>
Student and Graduate Recognition Award Nomination Package

AWARD CATEGORY (please check one – descriptions on reverse):

Student Awards
☐ Senior Student Ambassador

Graduate Awards
☐ Graduate Medals (determined by academic standing)
☐ Outstanding Achievement Award
☐ Posthumous Diplomas
☐ W. K. Warrender Award

NOMINEE INFORMATION

Name: ________________________________________________________________

Student # (if applicable): ____________________________________________

Department: ________________________________________________________

Faculty: ____________________________________________________________

Nomination Rational: ________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Presented at:  ☐ June Convocation  ☐ October Convocation  ☐ Other: __________

Convocation Ceremony Date and Time: _________________________________

NOMINATOR INFORMATION

Nominated by: ___________________________ Ext.: ______ Signature: __________ Date: __________

Approved by: ___________________________ Ext.: ______ Signature: __________ Date: __________
AWARD CATEGORIES:

Student Awards

- Senior Student Ambassador
  - Acknowledgement of second year postsecondary students for their academic grades and volunteer hours completed in their first year at Mohawk. Nomination packages are submitted by academic area and Student Engagement staff. Packages reviewed by the Convocation, Recognition, Awards and Medals’ Team.

Graduate Awards

- Graduate Medals
  - Awarded to one student per faculty who achieve distinction while maintaining honours academic standing, with no failures. The medals are awarded to the graduating student with the highest grade point average of each faculty, as determined by the Registrar.

- Outstanding Achievement Award
  - Awarded to graduates who achieve distinction in every segment of College life and demonstrate traits which set an example for fellow students. Recipients will have a minimum 75% GPA and will have proven community involvement and extracurricular activities. Nomination packages are submitted by academic area and reviewed by the Convocation, Recognition, Awards and Medals’ Team.

- Posthumous Diplomas
  - Mohawk Certificate, Diploma or Advanced Diploma awarded to recognize a student who was in good academic standing who had successfully completed at least 75% of their program requirements within a timeframe established by the Registrar. Recommended by Dean/Associate Dean and confirmed by the Convocation, Recognition, Awards and Medals’ Team.

- W. K. Warrender Award
  - Presented to students in recognition of distinguished contribution in student affairs throughout their association with the College. Nomination packages are submitted by academic area and reviewed by the Convocation, Recognition, Awards and Medals’ Team.

For additional information, refer to Special Recognition Awards Policy SS-3000-2014.
Special Community Recognition Awards
Nomination Package

AWARD CATEGORY (please check one – descriptions on reverse):

☐ Appreciation Award  ☐ Distinguished Fellow – Adjunct Professor
☐ Distinguished Fellow  ☐ Friend of Mohawk College
☐ Honourary Diploma

NOMINEE INFORMATION

Name: _______________________________________________________
Organization: __________________________________________________

COMMENTS/BIOGRAPHY

● info to be read at presentation and included in convocation booklet
  ○ identify linkages to Mohawk’s Strategic Priorities
  ○ include contribution or future contribution to the College

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Presented at:  ☐ June Convocation  ☐ October Convocation  ☐ Other: _____________
Convocation Speaker:  ☐ Yes - If yes, Ceremony Date and Time: ________________  ☐ No

NOMINATOR INFORMATION

Nominated by: ___________________________ Signature: ___________________________ Date: ___________________________
Approved by VP - Signature: ___________________________ Date: ___________________________
Approved by MEG - Signature: ___________________________ Date: ___________________________
College delegate for communication to recipient (SMT/MEG Member, President): ________________
Special Community Recognition Awards
Nomination Package

AWARD CATEGORIES:

☐ Appreciation Award
  ○ Recognition of external individuals and organizations that have provided
distinguished, outstanding service to the College or to the college system in general.

☐ Distinguished Fellow
  ○ Recognizes successful members of the community who make a meaningful
contribution to the College and represent a strategic initiative to extend the
College’s outreach in the community. College’s highest honour bestowed upon
individuals to recognize their invaluable contributions to Mohawk in significant ways,
including academic advisement and student engagement, community outreach, and
strategic advisement to Mohawk’s senior leadership team.

☐ Distinguished Fellow – Adjunct Professor
  ○ Recognizes successful members of the community who make a meaningful
contribution to the College and represent a strategic initiative to extend the
College’s outreach in the community. Conferred to individuals who provide
invaluable support in advancing applied research at Mohawk by making a significant
contribution in an area of expertise, for which he or she is renowned.

☐ Friend of Mohawk College
  ○ Awarded in recognition of outstanding leadership in community sectors and for
ongoing support of the College. Recognition will be bestowed at a signature event as
determined by Mohawk Executive Group.

☐ Honourary Diploma
  ○ Conferred to individuals who have made a very significant contribution in an area of
specific expertise, for which he or she is renowned, that is of particular benefit to the
College’s academic directions.

Fellow of Mohawk College
The inaugural Fellow of Mohawk College award was granted in June 2012. Future Fellows will
be recognized under the Distinguished Fellow Program. Presented to an individual providing
outstanding support to, or promotion of, Mohawk College within the community and
contributing to the advancement of the College’s vision, mission and values.

For additional information, refer to Special Recognition Awards Policy SS-3000-2014.