

Honorary Degree Process

Colorado State University recognizes exceptional individuals of national or international prominence for their extraordinary and lasting achievements with the bestowal of an honorary degree.

Upon receiving approval notification for the Honorary Degree by the Board of Governors of the Colorado State University System:

- In consultation with the college and/or the Advancement Office regarding contacting preferences, the recipient is called by either the President or the Provost/Executive Vice President to congratulate them on this honor.
- The Provost's Office drafts a formal letter of notification to the recipient signed by the President and the Provost.
- The Executive Assistant to the Provost notifies the Executive Director of CSU Events and Constituent Engagement (CSUE) of the recipient and provides all background material and contact information.
- The Executive Assistant to the Provost notifies the Graduate School of the approval along with the recipient's name and the type of honorary degree to be conferred.

CSU Events and Constituent Engagement (CSUE) Responsibilities:

A reception and/or dinner in honor of the honorary degree recipient is traditionally hosted by the CSU President following the ceremony at which the honorary degree is awarded. Other related events may be proposed in honor of the recipient by the sponsoring College/Unit. Coordination of all events and activities in conjunction with the recipient's visit will be managed by the Office of CSU Events & Constituent Engagement, with the exception of the Commencement ceremony itself. This includes coordination of travel and accommodations. If additional assistance is required, CSUE will discuss this with the College Director of Development.

The College/Unit may propose additional activities in conjunction with the recipient's visit. These events may include but are not limited to campus tours, meetings with key faculty and/or University partners, lunch meetings, or other appropriate activities that represent Colorado State University in a positive and informative manner during the recipient's visit.

Graduate School responsibilities:

- Order the diploma and cover using the approval form ,
- Include biographical information in the program with input from the college and the Director of Presidential and Administrative Communication,
- Develop the script for the Graduate School Commencement,
- Arrange for reserved seating and staging room at Moby Arena,
- Coordinate the photographer for the event,
- Have the diploma framed,
- Order the regalia (need height, weight, cap size or head circumference),
- Coordinate with CSUE as needed
 - a. Regalia to be placed in the visiting coaches' dressing room prior to the ceremony
 - b. Regalia to be left in the dressing room after commencement.

Budget

CSUE will manage the expenditures and budget for the dinner and will retain the right to limit the number of guests invited based on budget restraints. CSUE will manage expenditures and budget for all additional

events and activities, but will provide funding for the **dinner only**. CSUE does not cover travel, lodging, per diem, or costs associated with additional events during the visit.

All expenditures for travel, lodging, per diem or additional events are the sole fiscal responsibility of the recipient's sponsoring College(s)/Unit(s). Expenditures accrued by CSUE for the additional events will be discussed with and approved by the Director of Development in advance and paid for by the College/Unit after the event. CSUE will provide a cost summary after the event(s).

International Recipients

If an Honorary Degree is approved for an international recipient, the Executive Director of CSUE will discuss budget implications with the sponsoring College's Dean and Director of Development. CSUE does not cover travel or lodging expenditures for recipients, so the international recipient's expenditures will be covered by the College/Unit.

Reimbursements for (international) travel of the recipient will be made only against receipts of payments made by the recipient and only if the expenditure has been pre-approved by the College Dean/Unit Director and/or other funding authorities.

Communications

Following initial notification of award and invitation to campus from the President and/or Provost and Executive Vice President, all communications with the recipient will be handled by CSUE on behalf of the University and the President. The College Director of Development or other Units as identified by the planning committee are to provide CSUE with a draft invitation list for the dinner. The recipient also will be consulted in compiling guest list. Invitations and additional information to event guests will be communicated only through CSUE.

CSUE will manage all communications to the President and other University leadership as needed. The Director of Development is responsible for providing background information on the recipient and materials, as needed, during the process and in preparation for briefing the President and other key leaders.

Timeline & Approvals

All associated events must be proposed to CSUE and approved a minimum of three (3) weeks prior to the Commencement Ceremony. These should be presented by the DIRECTOR OF DEVELOPMENT/Representative and discussed with CSUE.

Changes

Any exceptions to these guidelines or changes/additions to the Recipient's proposed itinerary must be discussed with the Executive Director of CSUE as soon as possible.