

**DEPARTMENTAL AWARDS
INSTRUCTIONS AND NOMINATION FORM**

Deadline: April 10, 2009.

This is your opportunity to recognize an outstanding student in your department. The students who are nominated really appreciate the recognition and participating in the Annual Honors Institute Awards Celebration with their friends and family in attendance. Thank you for your participation in this important process.

The Departmental Award Nomination Process:

1. You can let the student know that you wish to nominate him or her and ask the student to provide you with a resume and updated contact information.
2. Submit the Departmental Award Nomination Form to your Associate Dean in advance of the deadline date (April 10, 2009).
3. If there is more than one nomination for a given department, the Associate Dean will conduct a selection process.
4. The Associate Dean will sign and forward the Departmental Award Nomination Form to the Honors Institute.
5. It is important that the nomination process be completed by the deadline date (April 10, 2009) so that photos can be taken and the student can be properly recognized in the program materials and the power-point for the Annual May Honors Awards Celebration.

DEPARTMENTAL AWARDS GUIDELINES:

Number allowed: One per campus per discipline area. Specific allocation to reflect the campus academic structure.

Suggested Criteria:

- Minimum of 3.5 grade point average.
- Types of classes taken, such as honors, honors option, and advanced.
- Service to the department, college or community
- Faculty nomination.

Return by **April 10, 2009** to:
Dr. Irmgard Bocchino
Associate VP of the Honors Institute
WHC 31/123

