

PHILLIPS THEOLOGICAL SEMINARY
Policy and Procedure for the Award of Honorary Degrees

1. Three separate degrees shall be offered:
 - D.D. = Doctor of Divinity to pastors or church officials who have given exemplary service in the performance of ministry regardless of denominational affiliation.
 - L.H.D. = Doctor of Humane Letters to persons who have given exemplary service to Phillips Theological Seminary through time and/or philanthropy.
 - D.Litt. = Doctor of Letters (or Literature) given to those scholars, preferably in the area of religious studies, who have distinguished themselves in the academic community.
2. Normally a maximum of any two degrees may be conferred at a commencement, and it may be that in any particular year no honorary degrees will be awarded.
3. Awardees may or may not be invited to participate in commencement ceremonies such as bringing the sermon or offering a prayer. Such decisions will be made by the Honorary Degrees Committee of the Board of Trustees in consultation with the appropriate campus graduation committee.
4. Nominations should be sent to the chair of the Honorary Degrees Committee in care of the president of the seminary.
5. No advertisement of the availability of degrees will be made, although names of recipients will be announced through press releases when the awardees are confirmed.
6. Candidates for honorary degrees shall be recommended by the Honorary Degrees Committee and presented to the Board of Trustees for final approval.
7. Nominations may be submitted by anyone either inside or outside of Phillips Theological Seminary. Self-nominations will not be accepted.
8. Nominations shall consist of a formal letter of recommendation clearly stating the reasons why an individual should be considered and describing the contributions that individual has made to the church, Phillips Theological Seminary, or scholarship. Also included shall be a completed Information Sheet for the candidate.
9. The names of nominees and recipients should be kept in strict confidence until the seminary determines times for public announcements.
10. The President's Office shall maintain a file of nominations received. Annually the Honorary Degrees Committee shall review the file and categorize the nominees according to the degree(s) for which they are eligible.
11. The Honorary Degrees Committee shall select recipients on the strength of the recommendation, the integrity of the nominator, the candidate's past contributions and potential for continuing contributions to church, seminary, or scholarship, and visibility in the church, community, or academy.
12. No individual shall be granted more than one honorary degree by Phillips Theological Seminary.
13. Recipients are expected to be present at commencement exercises to receive their degrees. If a conflict prevents attendance, the degree awarding shall be postponed until a mutually agreeable time.
14. No honorary degrees will be given posthumously except in the event death occurs between the time of the public announcement and commencement. Posthumous recognitions by the seminary will be handled through other means.
15. The seminary shall present awardees a hood and a diploma. A statement of achievement or qualifications may be read publicly prior to conferring the degree.