



# Butte-Glenn Community College District ADMINISTRATIVE PROCEDURE

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## AP 3950 – Emeritus

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**Approved by Leadership: October 2014**

Each employee constituent group will develop a process for emeritus application. Once candidates are selected, the candidate names will be forwarded to the appropriate vice president for review and approval. The vice president will forward the candidate names to the Superintendent/President who will make the final recommendation to the Board.

Once the Board of Trustees has granted emeritus status, the Office of the President will ensure the following:

- Issuance of an Emeritus I.D. Card, which will grant the following:
  - full use of all library resources;
  - free pass to athletic events (excluding tournaments);
  - free pass to drama, film, lecture, musical, and some other college events (excluding Foundation fund-raisers);
  - waiver of service fees for courses taken at Butte College;
  - use of college recreational and social facilities at the same level as current employees.
- Issuance of a Butte College Parking Permit.
- Name listed in the Emeritus section of the Butte College catalog.
- Ability to participate in college public ceremonies, including commencement with regalia.
- Ability to continue to use Butte.edu email account. This requires written request to IT, training and orientation to rules and regulations of the District and signed agreement of understanding.