

Distinguished Alumni Nominating Documents

Nominations for Distinguished Alumni should be submitted to the university by January 1 or July 1 each year and mailed to Vice President for Institutional Advancement, 715 N. Poindexter St., Elizabeth City, NC 27909 or submitted electronically to distinguishedalumni@macuniversity.edu.

Early in the academic year, the Vice President for Institutional Advancement, along with the President of the Alumni Association, will invite nominations for distinguished alumni. The deadline for submission of all materials related to the nomination is January 1 or July 1 each year.

The nominating packet must include:

- A biographical statement containing name, address, professional title, place of birth, educational background, employment history, and other awards, if any

- Appropriate written documentation for the nomination, including a list of primary contributions that qualify the individual for the award

- A minimum of two written references from knowledgeable persons who are familiar with the nominee's contributions