



## **Posthumous Awards Procedure**

**Procedure Number:** 217P

**Responsible Office:** Vice President, Student Affairs

**Forms:** N/A

**Effective Date:** 10/20/2021

**Last Reviewed Date:** 02/21/2024

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### **1. Purpose**

To provide criteria and procedures for awarding posthumous degrees and/or certificates for students who have passed away.

### **2. Definitions**

*Posthumous:* following or occurring after death.

### **3. Procedure**

In the unfortunate death of a student, the parent, guardian, spouse, child, or significant party of the decedent may request the posthumous award. The Director of Student Rights and Responsibilities or designee will initiate the posthumous award and may recommend the waiving of the remaining requirements for the appropriate academic degree.

1. Upon learning of the death of a student, the Director of Student Rights and Responsibilities will contact the Vice President of Student Affairs to initiate a request for a posthumous award.
2. At the direction of the Vice President of Student Affairs, the College Registrar or designee will review the student's record to determine if the student is eligible for consideration and notify the Vice President of Student Affairs. If the student is eligible, the VP will recommend approval of the posthumous award to the College President.
3. The diploma will be mailed to the family with a letter of condolence from the President. The diploma will bear the notation; "Awarded Posthumously."
4. If possible, the student's name will appear in the commencement program with an appropriate notation.

Once the award is approved, the student's family will receive an invitation to the commencement ceremony from the president's office; if they choose to attend, they will be provided with an escort. During the ceremony, the degree will be announced, and the family will be asked to stand and be recognized.