

Policy Procedure: Posthumous Awards **Procedure Number:** 217P

Contact Information: Vice President of Enrollment Management and Student Services

Forms: N/A

Last Reviewed Date: 10/20/2021

In the unfortunate death of a student, the parent, guardian, spouse, child, or significant party of the decedent may request the posthumous award. The Dean of Student Rights and Responsibilities 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 Dean of Student Rights and Responsibilities will contact the Vice President of Enrollment Management and Student Services to initiate a request for a posthumous award.
2. At the direction of the VP, 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 Enrollment Management and Student Services. If the student is eligible, the VP will recommend approval of the posthumous award request 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 an escort. During the ceremony, the degree will be announced, and the family will be asked to stand and be recognized.

Definitions

Posthumous: following or occurring after death.