

Posthumous Awards for Students Policy	BOT Approved: May 21, 2019
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PURPOSE:

Garrett College (GC or the “College”) understands that family members or members of the College community may want to recognize the academic achievements of students who are now deceased. Posthumous degrees and certificates may be granted under specific established criteria and procedures.

This Policy and Procedures is designed to create consistently administered criteria under which posthumous degrees and certificates may be granted.

POLICY:

Definitions for the Purpose of this Policy and Procedures

- A. “Student” refers to an individual who is registered at the College, either full or part-time, in a credit class or classes who has either paid or made arrangement for payment of tuition and/or fees.
- B. “Enrolled Student” refers to an individual who is registered at the College, either full- or part-time, in a credit class or classes, who has either paid or made arrangements for payment of tuition and/or fees, and whose participation in a class has been verified.
- C. “College Community” refers to trustees, students, and all employees of the College as well as any independent contractors or other third parties to the extent articulated under contractual agreements.
- D. “Program” refers to a structured and coherent course of study with clearly defined objectives and intended student learning outcomes, requiring the completion of a

specified number of course credits from among a prescribed group of courses, which leads to the award of a certificate or degree.

Criteria for Awarding a Posthumous Degree or Certificate

- A. The deceased student must be currently enrolled at Garrett College or enrolled within the previous semester (fall or spring) at time of death.
- B. The student must have been in good academic and financial standing with the College at the time of his/her death.
- C. The student must have completed at least 75% of the credit hour requirements of a GC program.
- D. Exceptions to above listed criteria may include, but are not limited to:
 - a. An interruption by injury, illness, deployment, etc., in the student's continuous enrollment.
 - b. Serving in the armed forces.

Conferral and Presentation of a Degree or Certificate

A posthumous degree or certificate will customarily be conferred at the next scheduled commencement ceremony and presented to a member of the student's family or his/her representative. Families who choose to attend commencement will be assigned reserved seating. The commencement program will note that the degree or certificate was presented posthumously.

Exceptions

Exceptions to this Policy and Procedures may be considered in special cases, with support of the Chief Academic Officer (CAO), the Chief Student Affairs Officer (CSAO), and the approval of the President.

PROCEDURES:

- A. Any member of the College community or family of the deceased may recommend a student who meets the policy criteria for awarding a posthumous degree or certificate. If the request for consideration is initiated by someone who is not a member of the family of the deceased, the requestor must obtain written approval from the student's family.
- B. The request for consideration of the posthumous degree or certificate must be submitted in writing to the Office of Academic Affairs within twelve (12) months of the student's death.
- C. The Chief Academic Officer (CAO) or his/her designee meets with the Registrar to verify that the criteria for granting the posthumous degree or certificate have been met.
- D. The CAO meets with the President for final approval of the degree or certificate.
- E. The CAO or designee notifies requestor of final disposition.
- F. If posthumous award is approved:
 - a. The CAO or designee:

- i. Makes arrangements with the family for the presentation of the diploma or special recognition award.
 - ii. Ensures that the commencement program accurately reflects the student's name and degree or certificate conferred.
- b. The Registrar or designee:
 - i. Posts the award of the posthumous degree or certificate to the student's transcript and requests the Office of Academic Affairs to order a diploma. The statement "awarded posthumously" will be printed on the student's transcript but not on the diploma.
 - ii. May confer a degree or certificate with no posthumous designation on the transcript if the student who is deceased had applied for graduation and had completed all program requirements.