



# **ADMINISTRATIVE** **PROCEDURE**

**4111**

**DESERT COMMUNITY COLLEGE DISTRICT**

## **POSTHUMOUS DEGREES**

Desert Community College District is guided by principles that recognize its students' successes by honoring students who have passed away while attending College of the Desert with posthumous awards such as degrees, credit certificates, noncredit certificates, and/or Adult High School Diplomas. These awards recognize students' academic achievements, prior to their death. Credit and noncredit programs issue posthumous awards. The conferment of approved awards falls under the purview of the Vice President of Student Services (VPSS) or designee.

Posthumous awards are conferred upon students who, at the time of death, meet all of the following conditions:

- completed the residency and graduation requirements for awards at College of the Desert as listed in the college catalog in effect at the time of death.
- not initiated the graduation process and may or may not have met the academic program requirements at the time of death.
- completed 80% of academic program requirements.

The catalog year is determined based on catalog rights. Students whose awards are conferred posthumously will have transcripts that denote the posthumous awards along with the appropriate degrees and/or certificates.

### **Procedure**

The process for identifying and considering candidates for posthumous awards shall be as follows:

1. A formal request may be initiated by any of the following: a family member, a faculty/staff member, an administrator, or a fellow student.
2. The request for posthumous awards must be accompanied by a copy of the student's death notification (e.g., death certificate) and submitted to the Admissions and Records Department which will then forward the request to the VPSS or designee.
3. The Director of Admissions and Records shall review the deceased's transcript, and shall determine whether the degree or certificate requirements have been completed. Subsequently, the VPSS or designee is responsible for reviewing the student's academic records to ensure the specified criteria are satisfied.

4. The VPSS or designee will forward the request to the Vice-President of Instruction (VPI).
5. The VPI and VPSS make a final recommendation.
6. The recommendation is made no later than the March graduation application deadline of every year to ensure that students' names appear in the commencement program for the respective academic year. The Director of Admissions and Records will coordinate with Public Information Officer to ensure appropriate information is included in the Commencement program.
7. The conferral of a posthumous degree must be agreed upon by a family member of the deceased recipient. The Director of Admissions and Records will notify the family of any degree or certificate to be awarded.
8. A family member representative may walk on behalf of the deceased student during Commencement.
9. Posthumous awards are noted on the Commencement program.
10. The posthumous awards are released or mailed to the person legally authorized to manage the deceased student's affairs.
11. Any fees associated with the administration of posthumous awards are waived.

Administrator: VP Instruction

Educational Policies and Practices Committee Review/Approval, 1<sup>st</sup> Reading: November 3, 2022

Educational Policies and Practices Committee Review/Approval, 2<sup>nd</sup> Reading: February 2, 2023

Executive Cabinet Review/Approval: March 7, 2023

Academic Senate Review/Approval, 1<sup>st</sup> Reading: March 23, 2023

Academic Senate Review/Approval, 2<sup>nd</sup> Reading: April 13, 2023

College Planning Council Review/Approval, 1<sup>st</sup> Reading: April 28, 2023

College Planning Council Review/Approval, 2<sup>nd</sup> Reading: May 12, 2023

Board Meeting Information Item: June 15, 2023

Next Review: June 2028