



Operating Policy and Procedure

OP 26.001 Posthumous Degrees

DATE: April 15, 2020

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to establish the policy regarding the award of posthumous degrees for enrolled students.

REVIEW: This OP will be reviewed in October for even-numbered years by the Vice President for Instruction, Vice President for Student and Community Services, and Academic Cabinet, with revisions forwarded to the Board of Trustees through President's Council by the Office of the President.

POLICY/PROCEDURE

1. General Policy

Kellogg Community College recognizes the loss to the College, family, and friends when a student is deceased while enrolled at the College. The award of a posthumous degree may be an appropriate recognition of a student's academic achievement when that student's progress would have likely fulfilled the requirements of a degree except for the occurrence of death.

2. Definitions

- a. *Posthumous Degree:* degree awarded to a deceased person.
- b. *Good Academic Standing:* Good standing is defined as maintaining Satisfactory Academic Progress (SAP) standards, or does not have any current sanctions of dismissal or expulsion.

3. Posthumous Degree Award

- a. *Degree.* Posthumous degrees may be awarded following the steps outlined in the following procedure. The credential awarded may be a certificate or associate degree.
- b. *Requirements.* A deceased student may be considered a candidate for a posthumous degree when the following requirements are met.
 - i. Official obituary is submitted to the Registrar's Office.
 - ii. The student must have been in good academic standing with Kellogg Community College at the time of death.
 - iii. The student must have been enrolled at the time of death or their continuous enrollment was interrupted by their injury, illness, or other extenuating circumstance.
 - iv. The student must have been within 25% remaining credits of completing a certificate or associate degree e.g. within 15 credits of completing a 60 credit associate degree. Consideration for more credits may be made where extenuating circumstances exist.

- v. If the student does not meet the minimum credit requirement of the declared major, awarding of a related degree or certificate may be considered if the deceased student has met the minimum credit requirements of that curriculum.
- c. **Statement.** The statement “awarded posthumously” will be printed on the student’s academic record but not on the diploma.
- d. **Publications.** The student’s name will not be released with other graduate names to the newspaper.

4. Procedure

- a. In cases of a student death, that meets the requirements established, the faculty in the program in which the student was enrolled may recommend the awarding of a posthumous degree.
 - i. The recommendation must be made in writing at least eight weeks prior to the scheduled commencement exercise at which the proposed degree would be awarded.
 - ii. Other individuals/departments who feel a posthumous degree is appropriate may contact the academic department where the official recommendation will be reviewed by the faculty and dean.

5. Roles and Responsibilities

- a. The dean will recommend the candidate for a posthumous degree in the form of a formal written request to the Vice President for Instruction.
- b. If supported by the Vice President for Instruction, the request will be submitted to the President for formal approval.
- c. If approved by the President:
 - i. The Vice President for Instruction’s Office will notify the Vice President of Student and Community Services, and the Registrar.
 - ii. The Vice President for Instruction’s Office will inform the immediate family of the College’s decision to recognize their student with this honor. This process should be kept confidential until and unless approved at all levels.
 - iii. If the family desires to represent the student and receive the diploma at a commencement ceremony, this must be relayed to the Registrar’s Office for planning. If the family does not wish to attend the commencement ceremony, the diploma will be mailed to the requested address.
- d. The student’s name and posthumous degree will be included in the commencement program.
- e. If the family chooses not to participate in the ceremony, the award may still be read during the ceremony (unless explicitly requested otherwise by the family). In this case, the Registrar’s Office will arrange for the student’s name to be read at the appropriate place in the ceremony.

6. Persons/Departments Affected

- a. Student Services
- b. Registrar
- c. Financial Aid
- d. Academic Departments

7. Right to Change Policy

The College reserves the right to interpret, change, modify, amend, or rescind this policy, in whole or in part, at any time.

8. Approval Date: March 17, 2021

9. Past Revisions:

- a. March 17, 2021: Policy amended to clarify policy review requirements.