

Academic Affairs

AP 4111 POSTHUMOUS DEGREES**References:**

The posthumous degree is conferred on students who, at the time of death, have completed at least the current residency requirement for an Associate Degree at College of Marin and minimum cumulative GPA of 2.0.

Procedure

The process for identifying and considering candidates for the award of posthumous Associate degrees shall be:

1. A formal request may be initiated by any of the following: a family member, a faculty/staff member, a dean, or a fellow student. If the request is not made by a family member, the family must be contacted and found to be receptive to the possible award.
2. The request must be submitted in writing within two semesters following the student's death and must be accompanied by a copy of the student's death notification (i.e., death certificate, newspaper article, funeral service program).
3. The request must be submitted to the Senior Vice President for Student Learning and Student Services or designee.

The Senior Vice President for Student Learning and Student Services or designee will be responsible for reviewing the student's academic record, whether the specified criteria are met, and forwarding the request to the Superintendent/President.

The Superintendent/President will then recommend to the Board of Trustees that the student receive the posthumous Associate degree. This must be completed no later than March of every year to ensure that the student will have their name appear in the upcoming commencement program.

The Senior Vice President for Student Learning and Student Services or designee notifies the individual who made the request of the Board of Trustees decision. If approved, an invitation will be made to the family to attend the College's commencement ceremony held at the end of the spring semester each year.

Upon Board of Trustees approval, the Senior Vice President for Student Learning and Student Services or designee completes an Application for Graduation and sends the application, the student death notification and request to the Enrollment Services for processing.

Degrees awarded posthumously will be noted on the commencement programs an “Associate Degree Awarded Posthumously”.

The student’s diploma or certificate will be released or mailed to the person legally authorized to manage the deceased student’s affairs. The posthumous nature of the award will be indicated on the diploma and in the student’s official transcript. Any fees associated with the administration of the posthumous degree or certificate of attendance shall be waived

Date Adopted: December 11, 2018