



## PROCEDURE P-4200

### Posthumous Degree Awards

**Procedure Category:** Academic Affairs

**Area of Administrative Responsibility:** Academic Affairs/Academic Student Services

**Effective Date:** February 16, 2024

**Amendment History:** September 9, 2025

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## SUMMARY

The procedures listed below are promulgated to ensure that the College is in full compliance with its Posthumous Degree Awards Policy (Policy 4200).

## PROCESS

- To initiate the process, the deceased student's family member, survivor or legal representative, or College faculty or staff member, with agreement from the student's family member, survivor or legal representative, may request this recognition through the Office of the Registrar.
- The Registrar's Office will gather the appropriate academic documentation (transcripts, degree audit, etc.) to verify that the deceased student had been matriculated in a degree or certificate program at, or prior to, their death, and will verify that the student has passed away.
- Provided the deceased student has met the requirements, the College will award a degree or certificate. The College President, or Vice President for Academic Affairs, may approve exceptions to cases that do not meet the requirements for posthumous degree or certificate in Policy 4200.
- Latin honors may be awarded a posthumous degree.
- The diploma or certificate and transcript will be issued in the standard format, and the Registrar's Office will send the diploma or certificate and transcript to a designated family member, survivor or their legal representative at no charge to the family.
- The Registrar's Office will update the deceased student's academic record in Banner to note the award date and that the award was made posthumously.