

Policy Statement

Terra State Community College (TSCC) may award an associate degree or certificate posthumously.

Policy Details

A posthumous degree serves to recognize and commemorate a student's academic achievement. Awarding of posthumous degrees requires evaluation of the student's record to ensure the integrity of the academic degree and the institution. Therefore, posthumous degrees may only be awarded in cases when specific criteria are met via evaluation of the student's academic record.

1. At the request of a parent, guardian, spouse, child of the decedent, Office of the President, or college representative, a deceased student's record will be evaluated for eligibility of a posthumous award
2. The formal request must include a family member's (parent, guardian, spouse, child of decedent, etc.) contact information be sent to the student's academic dean (the dean of the division that awards the degree or certificate). Email recordsdept@terra.edu or call 419.559.2405 for contact information.
3. The student's record will be evaluated for eligibility based on the following requirements:
 - a. The student was enrolled at the time of death, or death occurred while deployed as a member of the US Armed Forces,
 - b. The student made sufficient progress toward completion of the degree or certificate requested,
 - c. The student was in good academic standing and has no financial holds on his/her account, and
 - d. The deceased student's cause of death was not due to any unlawful activity by the student.
4. After the posthumous degree has been approved by the Board of Trustees, the originator (or his/her representative) will contact the family to make arrangements for presenting the diploma.
5. The diploma will include the statement "Awarded Posthumously" and the student's transcript will note that the degree was conferred posthumously.

Procedures

It is appropriate for any interested party to initiate consideration of awarding the degree or certificate, but the formal request must include a family member's contact information be sent to the student's academic dean (the dean of the division awarding the degree or certificate).

1. The dean sends a memo to the College Registrar asking that the degree be awarded posthumously as of the appropriate degree-conferral date. This memo/email must include at a minimum:
 - a. Contact information for the family member requesting the degree or certificate
 - b. The decedent's name as it is to appear on the diploma
 - c. Student ID
 - d. Degree or certificate to be conferred
2. The Registrar's Office will review the student's record to determine:
 - a. The student was enrolled at the time of death, or death occurred while deployed as a member of the US Armed Forces
 - b. The student made sufficient progress (70% is the suggested guideline) toward completion of the degree or certificate requested
 - c. The student was in good academic standing and has no financial holds on his/her account
 - d. The deceased student's cause of death was not due to any unlawful activity by the student.
3. Upon review of the recommendation, the Registrar will submit a report to the Office of the President.
4. The President will review the recommendation and make a determination as to submit to the Board of Trustees for action.
5. After the posthumous degree has been approved by the Board of Trustees:

- a. The Registrar’s Office will make a special effort to produce the diploma early.
 - i. The diploma will include the statement Awarded Posthumously.
 - ii. The student’s transcript will note that the degree was conferred posthumously.
 - iii. The student’s Latin Honors and PTK awards will be evaluated based on the latest available information.
- b. The originator (or his/her representative) will contact the family to arrange for presenting the diploma. The diploma may be:
 - i. Conferred at Commencement,
 - ii. Delivered to a dean or other appropriate College official for presentation in a private gathering as a special gesture to the family, or
 - iii. Mailed to the appropriate family member.

Resources

Documentation

Posthumous Request – Community Site > Records > Forms - Fillable

Definitions

Term Definition

<i>Posthumous Degree/Certificate</i>	Degree or certificate awarded to a deceased student.
<i>PTK</i>	Phi Theta Kappa – Honor Society

Approval History

<i>Date</i>	<i>Policy/Procedure or Entire Document</i>	<i>Notes (Types of Actions)</i>	<i>**Approved by</i>
11/15/2018	Policy	Issued	CASA
9/16/2019	Policy	Revised	CASA
3/28/2023	Entire Document	Moved to new form	Registrar (ejs)
4/20/2023	Policy	CASA Approval with edits	Cory Stine, CASA Co-Chair

**Full name of CASA Committee Chair, signatory, or designee

Effective Date: 3/28/2023

Next Review Date: 3/28/2028