

# PROCEDURE:

## 5.1.2p9. Posthumous Honorary Associate Degree, Diploma and Certificate

*Revised: February 15, 2023; February 21, 2024*

*Last Reviewed: February 20, 2019; February 19, 2020; February 17, 2021; February 16, 2022; February 15, 2023; February 21, 2024*

*Adopted: February 21, 2018*

### I. **PURPOSE**

Ogeechee Technical College recognizes the sense of loss that faculty, staff, and students feel when a student dies. One means of expressing gratitude for a deceased student's life and work and/or sympathy for the surviving family and friends is to nominate that student for a posthumous degree, diploma or certificate. The following protocol is designed to allow for such an award.

### II. **RELATED AUTHORITY**

State Board Policy 5.1.2. General Program and Program Specific Standards

### III. **APPLICABILITY**

This procedure applies solely to students of Ogeechee Technical College who meet the criteria established in this procedure.

### IV. **DEFINITIONS**

None.

### V. **ATTACHMENTS**

Posthumous Honorary Award Recommendation Form

### VI. **PROCEDURE**

A degree, diploma or certificate may be awarded for a deceased student upon recommendation of the faculty advisor, academic dean and the Executive Vice President for Academic and Student Affairs, with final approval by the President. The recommendation is done through the Posthumous Honorary Award Recommendation eTrieve form.

A student who passes away while enrolled may be considered for a "posthumous award" based on the following criteria\*:

- Was in good academic and disciplinary standing
- Completed at least 25% of total semester credit hours at Ogeechee Technical College
- Completed 85% of all program requirements for a degree, diploma or certificate

The deceased student's family will be contacted to determine how they wish to receive the degree, diploma or certificate. The Executive Vice President for Academic and Student Affairs or designee will either present the award to the family at the annual Spring Commencement ceremony or will be mailed to the family with an appropriate letter from the President.

\*In some situations, posthumous awards may be approved by the President outside of these criteria.

**VII. RECORD RETENTION**

All forms and documentation will be maintained in the Office of the Executive Vice President for Academic and Student Affairs.