Awarding Posthumous Degree

<table>
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<tr>
<th>DEPARTMENT RESPONSIBLE</th>
<th>RECORDS</th>
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<tr>
<td>TITLE</td>
<td>Awarding Posthumous Degree</td>
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<tr>
<td>DATE</td>
<td>May 2019</td>
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<td>PURPOSE</td>
<td>Awarding an Associate of Arts, Associate of Science or Bachelor of Applied Science or Bachelor of Science degree posthumously. A posthumous degree is a special type of honorary degree, awarded to a student who has passed away prior to completing all degree requirements.</td>
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<tr>
<td>CONTACT</td>
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Policy:

A. A posthumous degree may be awarded upon request provided it is submitted to the Records Office within two years after the death.

B. The request must be accompanied by:
   1. Student’s full name.
   2. Daytona State College student ID or SSN.
   3. Copy of the death certificate.
   4. Address where the diploma will be mailed.

C. The student should meet the following criteria:
   1. Must have been a degree-seeking student.
   2. Must have been enrolled at time of death (summer excluded), or their continuous enrollment was interrupted by their injury, illness, deployment, etc.
   3. Must have been within one term or 15 credits of graduation to be considered for a posthumous degree.
   4. Must have completed at least one term required for the degree at Daytona State College.
   5. Must meet the standard graduation eligibility criteria for GPA and academic standing.
   6. Must be in good discipline standing at the time of the request.

D. The posthumous degree shall not be included in any state or federal reporting data.

E. Exceptions may be made at the discretion of the College.

Procedures:

A. The Records office receives request from family member, or Chairperson of the deceased. Request is accompanied by required information.

B. The Records office reviews student’s record to determine if the student has met the posthumous policy requirements.

C. Request is then sent to Department Chair for review and approval.

D. Reviewed posthumous request is sent to Vice President of Enrollment Management for review and recommendation to the President for final approval.

E. Records office and Student activities will work with the initiator of posthumous degree to set logistics of commencement ceremony if requested approved.