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**Posthumous Awards for Students  
Policy and Procedures**

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BOT Approved: 3/16/2016  
Reviewed: 7/25/2016  
Revised: 7/1/2017  
Revised: 6/26/2018

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# **Posthumous Awards for Students Policy and Procedures**

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## **I. Philosophy and Purpose**

Frederick Community College (“FCC” or the “College”) understands that family members or members of the College community may want to recognize the academic achievements or special accomplishments of students who are now deceased. Posthumous degrees, certificates, and special recognition awards may be granted under specific established criteria and procedures.

This Policy and Procedures is designed to create consistently administered criteria under which posthumous degrees, certificates, and special recognition awards may be granted.

## **II. Definitions for the Purpose of this Policy and Procedures**

- A. **“Student”** refers to an individual who is registered at the College, either full or part-time, in a credit or continuing education class or classes who has either paid or made arrangement for payment of tuition and/or fees.
- B. **“Enrolled Student”** refers to an individual who is registered at the College, either full- or part-time, in a credit or continuing education class or classes, who has either paid or made arrangements for payment of tuition and/or fees, and whose participation in a class has been verified.
- C. **“College community”** refers to trustees, students, and all employees of the College as well as any independent contractors or other third parties to the extent articulated under contractual agreements.
- D. **“Program”** refers to a structured and coherent course of study with clearly defined objectives and intended student learning outcomes, requiring the completion of a specified number of course credits from among a prescribed group of courses, which leads to the award of a certificate or degree.
- E. **“Good Academic Standing”** refers to a cumulative grade point average (GPA) of 2.0 or higher.

## **III. Criteria for Awarding a Posthumous Degree or Certificate**

- A. The deceased student must be currently enrolled at Frederick Community College or enrolled within the previous semester (fall or spring) at the time of death.
- B. The student must have been in good academic standing with the College at the time of his/her death.
- C. The student must have completed at least 75% of the credit hour requirements of an FCC program or would have met the 75% criteria upon the completion of the enrolled semester at the time of death.
- D. Exceptions to above listed criteria may include, but are not limited to:
  - 1. An interruption by injury, illness, deployment, etc., in the student’s continuous enrollment.
  - 2. Serving in the armed forces.

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### **IV. Criteria for Special Recognition Awards**

- A. A special recognition award is determined by the appropriate department/program to honor and/or recognize a deceased student who has contributed significantly by his/her leadership or service to the College community.
- B. The student must have been in good academic standing with the College at the time of his/her death.

### **V. Recommendation Process and Approval**

- A. Any member of the College community or family of the deceased may recommend a student who meets the policy criteria for awarding a posthumous degree, certificate, or special recognition award. If the request for consideration is initiated by someone who is not a member of the family of the deceased, the Associate Vice President/Dean of Students (AVP/DOS) must obtain written approval of the request for consideration from the student's family. The request for consideration of the posthumous degree, certificate, or special recognition award must be submitted using the Posthumous Degree/Special Recognition Request form, available from Registration and Records, 7932 Opossumtown Pike, Jefferson Hall, Frederick, Maryland 21702, within twelve (12) months of the student's death.
- B. The request for recognition must be submitted to the AVP/DOS who will first verify the death of the student and his/her enrollment status and academic standing at the time of death. Once this has been verified, the AVP/DOS will oversee the progress of the consideration and approvals for awarding the degree, certificate, or special recognition award.
- C. The final decision regarding awarding of posthumous degrees, certificates, and special recognition awards is made by the President.

### **VI. Conferral and Presentation of a Degree, Certificate, or Special Recognition Award**

- A. A posthumous degree or certificate will customarily be conferred at the next scheduled commencement ceremony and presented to a member of the student's family or his/her representative. Families who choose to attend commencement will be assigned reserved seating. The commencement program will note that the degree or certificate was presented posthumously. Any graduation fees will be waived.
- B. The special recognition award will customarily be presented at the College Annual Student Recognition and Awards Ceremony and presented to a member of the student's family or his/her representative.
- C. The posthumous degree, certificate, or special recognition award may also be presented by a College official to the family in a private gathering.

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### **VII. Administrative Procedures**

#### **A. The AVP/DOS, or his/her designee:**

1. Verifies that the criteria for granting the posthumous degree, certificate, or special recognition award have been met.
2. Oversees the progress for approval of the degree, certificate, or special recognition award.
3. Meets with the President for final approval of the degree, certificate, or special recognition award.
4. Makes arrangements with the family for the presentation of the diploma or special recognition award.
5. Ensures that the commencement program accurately reflects the student's name and degree, certificate, or award conferred.

#### **B. The Registrar, or his/her designee:**

1. Posts the notice of the award of the posthumous degree or certificate to the student's transcript and orders a diploma. The statement "awarded posthumously" will be printed on the student's transcript, but not on the diploma.
2. May confer a degree or certificate with no posthumous designation on the transcript if the student who is deceased had applied for graduation and had completed all program requirements.

### **VIII. Exceptions**

Exceptions to this Policy and Procedures may be considered in special cases, with support of the Provost/Executive Vice President for Academic Affairs, Continuing Education, and Workforce Development and the Vice President for Learning Support and the approval of the President.