



# DENMARK TECHNICAL COLLEGE

## ADMINISTRATIVE POLICY # 03.10.10 (2021) Conferral of Posthumous Credentials and Awarding of Degrees in Memoriam Policy

**Policy Title:** Conferral of Posthumous Credentials and Awarding of Degrees in Memoriam Policy

**Policy Type:** Administrative

**Policy Number:** ADM Policy #03.10.10 (2021)

**Legal Authority:** Section 59-53-51 of the 1976 Code of Laws of South Carolina, As Amended

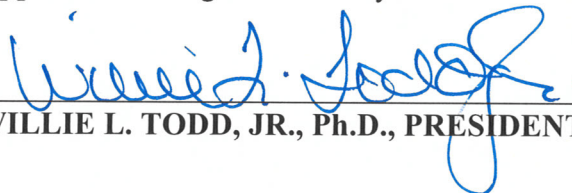
**State Board Policy:**

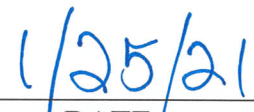
**Approval Date:** 01/12/2021

**Responsible Office:** Academic Affairs

**Responsible Executive:** Vice President of Academic Affairs

**Applies to:** College Community

  
\_\_\_\_\_  
WILLIE L. TODD, JR., Ph.D., PRESIDENT AND CEO

  
\_\_\_\_\_  
DATE

### POLICY STATEMENT

The purpose of this policy is to provide for the conferring of Posthumous credentials and Degrees in Memoriam to students if, at the time of their death, did not fully satisfy the requirements to earn a degree, diploma, or certificate. This policy provides families of deceased students with a meaningful acknowledgment of their student's accomplishments and legacy while, at the same time, balancing the need for and upholding academic and institutional integrity.

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## DEFINITIONS

**Deceased:** A student who is no longer living.

**Posthumous credential:** A degree, diploma, or certificate that is awarded to honor a deceased student who has earned at least seventy-five percent (75%) of credits toward a credential.

**A Degree in Memoriam:** A recognition provided to honor a deceased student's academic progress.

## CONTACT(S)

The Vice President of Academic Affairs officially interprets this policy. Additionally, the Vice President of Academic Affairs is responsible for obtaining approval for any revisions as required through the appropriate governance structures. Questions regarding this policy should be directed to the Office of Academic Affairs.

## STAKEHOLDER(S)

College Community and service-area school districts, career centers, private institutions, and governing school associations.

## POLICY CONTENT

### Conferral of the Credential

A deceased student who did not complete all requirements for a degree, diploma, or certificate at the time of death may be awarded a credential posthumously provided the following conditions are met:

- The student was in good standing at the time of death.
- The student completed seventy-five percent (75%) of required credits towards the completion of a credential.
- The Academic Dean associated with the deceased student's primary major approves the awarding of the credential upon recommendation of the faculty.

After the posthumous degree, diploma, or certificate has been approved, the Office of the Registrar will mail the credential to the family member, or, if desired, submit it to the dean or other appropriate College official(s) for presentation in a private gathering as a special gesture to the family. The family may choose to receive the credential on the student's behalf at the commencement ceremony.

Waiving the graduation fee, the Office of the Registrar will add the student's name and posthumous designation to the graduation list and upcoming commencement program. The Registrar shall enter final grades of "IP" in classes that were in progress.

The credential will be posted on the student's permanent record as follows (example):

**Associate in Applied Science in Early Care and Education**

**DEGREE CONFERRED POSTHUMOUSLY**

A Posthumous degree, diploma, or certificate will not be included in the official graduation rate calculation.

**Terminally Ill Students**

Special consideration can be given for terminally ill students. Before the student dies, the student and family may be informed of the College's decision to award the credential posthumously. The dean or other appropriate College official(s) may present the college's decision to award the degree in a private gathering as a special gesture to the family and student. At this ceremony, the student may receive regalia and a diploma cover. Only after the death will the degree be awarded, and the actual credential be given to the family.

**Degrees in Memoriam**

Any student who was in good standing at the College at the time of his or her death and who does not meet the requirements necessary to be awarded a posthumous degree may be awarded a Degree in Memoriam. Degrees in Memoriam will read "Associate in Applied Science in Memoriam"; "Diploma in Applied Science in Memoriam"; or "Certificate in Applied Science in Memoriam," depending upon the credential the student was pursuing at the time of death.

Degrees in Memoriam should not be included in the College's official graduation rate calculation.

**Direct Certification of a Student Who Has Died**

If a student dies who is far enough advanced in his or her final term that the instructors can give grades in all courses and all other requirements are also satisfied, then the degree will be awarded as earned. In this case, the transcript does not carry any special notation of posthumous awarding. In this case, the procedure will be the Registrar's Office degree certification process with the usual approvals, accompanied by a memorandum of explanation from the department.

**TITLE: POLICY CONTENTS PUBLICATION**

The policy will be widely distributed to the College community. To ensure timely publication and distribution thereof, the Associate Vice President for Institutional Advancement and Effectiveness will make every effort to:

- Communicate the policy in writing, electronically, or otherwise to the College community, including current and prospective students within fourteen (14) days of approval.
- Submit this policy for inclusion in the Policy Library within fourteen (14) days of approval.

- Post the policy on the College's webpage and all other related webpages, in the student handbook, and in the College catalog; and
- Educate and train all stakeholders and appropriate audiences on the policy's content, as necessary.

## **REVIEW SCHEDULE**

- Next Scheduled Review: 01/12/2023
- Approval by, date: President's Cabinet, \_\_\_\_\_
- Revision History: None
- Supersedes: None

## **RELATED DOCUMENTS**

*There are no related documents associated with this policy.*

## **FORMS**

*There are no forms associated with this policy.*