

**St. Cloud Technical & Community College**  
**Policies and Procedures**  
**Chapter S3 – Educational Policies**

S3.32.1 Procedure

**S3.32 Posthumous Academic Awards**

*Update Revision Responsibility: Vice President of Academic & Student Affairs*

**Authority**

Minnesota State Policy 3.42; Procedure 3.42.1

**Purpose**

When a student has made considerable progress towards the completion of a degree, diploma, or certificate, St. Cloud Technical and Community College will extend to the campus community, family and friends an opportunity to share in the student's academic success. This policy establishes the criteria under which posthumous degrees, certificates, and diplomas may be awarded.

**Eligibility**

- The student must have been enrolled at the time of death (excluding summer or interim sessions), or continuous enrollment was interrupted by injury, illness, military service or other extenuating circumstances.

To be eligible for the award of an associate degree, a student at the time of death must have:

- 15 credits or fewer remaining to complete their degree (or have met the requirements to complete a separate award),
- completed at least 20 credits at St. Cloud Technical and Community College
- a minimum 2.0 GPA

To be eligible for the award of a diploma or certificate, a student at the time of death must have:

- 1/4 or fewer credits remaining to complete their diploma or certificate,
- completed at least 15 or 1/3 credits (whichever is less) at St. Cloud Technical and Community College
- a minimum 2.0 GPA

If a student does not meet the criteria for a posthumous academic award, the Office of Academic and Student Affairs may award a certificate of achievement.

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College President:  Date: 5/13/19  
Date of Adoption: \_\_\_\_\_  
Date of Implementation: \_\_\_\_\_  
Date repealed or replaced: \_\_\_\_\_

# St. Cloud Technical & Community College Policies and Procedures

## Chapter S3 – Educational Policies

### S3.32.1 Posthumous Academic Awards Procedure

#### **Nominations**

Students, faculty, staff, and family members of the deceased may identify a candidate for a posthumous academic award. Nominations must be submitted in writing within 12 months of time of death to the Vice President of Academic and Student Affairs.

#### **Approval**

The Office of Academic and Student Affairs will contact the Registrar to determine if the student is eligible for a posthumous academic award including any academic honors that are appropriate. If the student is eligible, and with the approval of the Vice President of Academic and Student Affairs, the Registrar will add the award to the student's academic transcript.

The Vice President of Academic and Student Affairs will notify the Division under which the award is being granted, and Commencement organizers to make suitable arrangements for the family to receive the academic award.

If it has been determined that the student does not qualify for an academic award, the Office of Academic and Student Affairs may award a certificate of achievement. The Vice President of Academic and Student Affairs shall consult with the Division faculty under which the student's program resides and make the final decision for determination of a certificate of achievement.

#### **Presentation of Posthumous Academic Awards**

A posthumous degree, diploma, or certificate will customarily be conferred at the next scheduled commencement ceremony and presented to a member of the student's family or student's representative. The official commencement program will include the student's name with the annotation that the academic award was conferred posthumously. The student's academic transcript will be similarly annotated. The posthumous degree, diploma, or certificate may also be presented by a college official to the family in a private gathering.

#### **Exceptions**

Exceptions to this procedure may be considered in special cases, with support of the Vice President of Student and Academic Affairs and the approval of the College President.

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