


TACOMA COMMUNITY COLLEGE ADMINISTRATIVE POLICY AND PROCEDURE

Posthumous Degrees

Section: III. STSV – 201 -P	President's Authorization:  <hr/> President's Signature 5/26/2021 Date
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PURPOSE

To assure that appropriate steps are taken in regard to the student's academic records and tuition. To recognize student's academic effort and intent to be part of the Tacoma Community College community.

TO WHOM DOES THIS POLICY APPLY

All individuals registered for classes at Tacoma Community College.

REFERENCES

Previous Management Manual Section 95-007 Procedures Following A Student's Death/
Procedures for Student Memorials
Previous Policy: Academic Records, Tuition and Memorial Degrees for Students Who Have Died

DEFINITIONS

None

POLICY

Tacoma Community College may award certificates of completion, certificates of achievement, diplomas and degrees posthumously under the following conditions:

- The deceased student must have completed at least two quarters at Tacoma Community College
- The student must have attended Tacoma Community College within the past five years from when the request for a posthumous credential is received
- The deceased student was in good academic standing and has earned a minimum cumulative GPA of 2.0 at Tacoma Community College
- Posthumous credentials can be awarded at the discretion of a committee if a student does not meet all requirements noted above. This committee must consist of one member of Student Affairs Council, one member of College Council and one member of Instructional Council.

If the deceased student is enrolled in the current quarter they will be administratively dropped from the quarter and a 100% refund will be issued either to the student's estate or to the appropriate financial aid program per financial aid regulations.

Requests for a credential to be awarded posthumously may be initiated by family members, friends, or associates of the deceased student and must be submitted in writing to the office of the Vice President of Student Affairs. Documentation of the student's death must accompany the request. Staff or faculty may also initiate this on behalf of the deceased student's family or associates.

The Vice President of Student Affairs will request a review of the deceased student's record by the Registrar verifying that the minimum requirements as stated above have been met. The appropriate credential award will be granted and noted on the deceased student's transcript. A credential reflecting the appropriate award and date will be generated and given to the Vice President of Student Affairs.

The Vice President of Student Affairs will communicate the results of the request to the college President and the requestor. It will be the Vice President of Student Affairs and President's discretion as to how the posthumous credential is given to the requestor.

Initial Adoption Date: Unknown Prior Revision Dates: 04/2002; 1/28/04, 7/2012, 4/10/14 Last Revision Date: May 11, 2021 Last Review Date: May 11, 2021
