



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

EGC-2 Awarding of Posthumous Degrees

APPROVED: March 4, 2020 **REVISED:**
Year of last review: 2023
AUTHORIZING BOARD POLICY: EGC

Classification: Administrative

Responsible Vice President or Associate Vice President: Vice President of Student and Enrollment Services

Designated Contact: Executive Director of Admissions and Registrar

OBJECTIVE: To recognize the academic achievement of the deceased student, and to extend to the family, and friends of the student an opportunity to share in his/her academic success at El Paso Community College.

PROCEDURE:

General:

To be eligible for the award of an El Paso Community College degree posthumously, the student must have met the following conditions:

1. At the time of death, the student was enrolled in courses that would have allowed him or her to complete all work for the degree.
2. The student must be in good academic standing and have the appropriate grade point average in the required areas for graduation.

Process:

- I. The faculty of the academic program of the deceased student may initiate consideration of the award of a posthumous degree and may do so by contacting the Dean of the program in which the deceased student's program resided to make a formal recommendation for the award of a posthumous degree.
 - A. The Dean, upon receipt of the recommendation, shall initiate the approval process by submitting a request to the Executive Director of Admissions and Registrar to conduct a thorough review of the deceased student's progress toward his/her degree.
 - B. A summary of the review will be submitted to the Dean. If the Dean concludes that the eligibility requirements listed above have been met, they may submit a formal recommendation through an internal memo to the Executive Director of Admissions and Registrar.
 - C. The family of the deceased student shall be notified by the Office of Admissions and Registration.
 - D. The degree shall be conferred at the next regularly scheduled commencement exercise. The posthumous nature of the award shall be indicated on the diploma, the student's permanent record and in the commencement program.
 - E. A copy of the diploma shall be mailed to the family.