



POSTHUMOUS DEGREE POLICY & PROCEDURE

Instruction, Library & Instructional Services

Policy Number: 2200

1.0 PURPOSE

Posthumous degrees provide Columbia Basin College (“CBC” or the “College”) with an established avenue for recognizing the academic achievement of students who have completed all or nearly all of their degree requirements but passed away prior to graduating.

2.0 AUTHORITY & SCOPE

2.1 Authority: Oversight of College by delegated authorities.

2.2 Scope: All CBC students who pass away prior to graduating.

3.0 DEFINITIONS

For the purposes of this Policy, the following terms are defined as follows:

3.1 Good Academic Standing means a minimum cumulative grade point average of 2.00 or as required by program.

3.2 Good Financial Standing means no outstanding debts owed to the college.

3.3 Family Member means parent, stepparent, sibling, parent-in-law, domestic partner, domestic partner’s parent, spouse, grandparent, child, stepchild, and or child in custody of and residing in the home of the student.

3.4 Degree means recognition awarded upon completion of an Associate’s or Bachelor’s program of study.

3.5 Certificate means recognition awarded upon completing a shorter program that concentrates on a specific field of expertise rather than an entire course of study.

4.0 POSTHUMOUS DEGREE POLICY AND PROCEDURE

4.1 A degree or certificate may be awarded to a student who passes away prior to the completion of degree or certificate requirements subject to the following provisions:

4.1.1 The request for posthumously awarding a degree or certificate must be made by a family member of the deceased student, faculty member, Dean of the school, or Director of the program in which the student was enrolled;

4.1.2 The student must have been in good academic and financial standing and have been within 20 quarter credits of meeting all requirements for an undergraduate associate’s or bachelor’s degree at the time of

death. Exceptions to these thresholds may be approved by the Vice President for Instruction;

4.1.3 Requests must be approved by the Vice President for Instruction; and

4.1.4 The award of posthumous degrees must be allowable under programmatic accreditation.

4.2 Procedure

4.2.1 The family member will fill out the posthumous degree form held in the Office of Instruction by contacting the Executive Assistant to the Vice President for Instruction at instruction@columbiabasin.edu;

4.2.2 The Executive Assistant to the Vice President for Instruction will submit the request form to a completion coach;

4.2.3 A completion coach will conduct a degree audit and check the financial standing of the student to verify that the requirements in 4.1.2 are met. If the requirements are met, they will send the request to the Registrar's office. If not, the request form will be sent to the Vice President for Instruction with an explanation;

4.2.4 The Registrar's office will review the request and, if approved, submit the request form to the Vice President for Instruction;

4.2.5 The Vice President for Instruction will review the request and, if approved, return the form to the Registrar for processing;

4.2.6 The Registrar will finalize the awarding of the degree (diploma printing) and will notify the family. If it is denied, the Vice President for Instruction will notify the family member and include a letter of explanation;

4.2.6.1 The diploma will be printed and given to the family member, but the degree will not be posted to the transcript.

4.2.7 Posthumous degree recipients will be recognized in the graduation program. A family member may accept degree on the student's behalf at the ceremony.

5.0 FORMS & OTHER RESOURCES

Contact the Executive Assistant to the Vice President for Instruction at instruction@columbiabasin.edu for more information related to the posthumous degree form.

6.0 HISTORY & POLICY CONTACT

6.1 Originated: 06/2022

6.2 Revised: 06/2022, 06/2022, 01/2023, 03/2023

6.3 Proposal Date: 03/28/2023

6.4 Promulgation Date: 04/03/2023

6.5 Responsible Administrator: Vice President for Instruction