



No. 5078

AWARDING POSTHUMOUS DEGREE

Institutions in the Oklahoma State System for Higher Education are authorized to confer posthumous degrees granted by the State Regents. Such degrees shall generally be unearned, nonacademic degrees recognizing the meritorious but incomplete earned work of a deceased student, generally a student who was deceased in the last semester of work. Requests to confer a posthumous degree must be made by the institution, approved by the governing board, and considered by the State Regents, along with the diploma design, on a case-by-case basis. (OSRHE Policy and Procedures Manual 3.13.7)

- 1.0 Requests for a posthumous degree from Oklahoma City Community College (OCCC) shall be submitted to the Registrar.
- 2.0 The Registrar will review the record of the student for whom a posthumous degree has been requested to verify that the student was within the last semester of completing a degree at OCCC at the time of death.
- 3.0 Upon verification of the student's eligibility for a posthumous degree, the Registrar will notify the Vice President for Enrollment and Student Services of the request and of the student's eligibility.
- 4.0 The Vice President for Enrollment and Student Services will advise the President of the request and the student's eligibility. If appropriate, the Vice President for Enrollment and Student Services will make a recommendation regarding the conferral of a posthumous degree to be considered by the Board of Regents of Oklahoma City Community College.
- 5.0 If the OCCC Board of Regents approves the awarding of the posthumous degree, a letter from the Office of the President requesting approval of the posthumous degree with a copy of the diploma to be awarded shall be forwarded to the Oklahoma State Regents for Higher Education for consideration.
- 6.0 Upon receiving approval by the Oklahoma State Regents for Higher Education, the Registrar will notify the requestor and determine the best course of action for delivering the diploma.
- 7.0 The conferral of the posthumous degree will be noted in the commencement program and a family member or friend may participate in the annual commencement exercise in honor of the deceased student. The diploma will be presented at the commencement ceremony which next follows completion of the process.

Effective: April 2, 2012