

Policy for Awarding a Posthumous Degree/Certificate	
1.0	Purpose: This policy establishes the criteria and procedures for awarding a posthumous degree/certificate to a student who passes away prior to completing all requirements for graduation at Quinsigamond Community College.
2.0	Revision History: N/A
3.0	Persons Affected: Current students who die while enrolled in a degree/certificate program.
4.0	<p>Policy: The College may confer a posthumous degree/certificate to honor the academic achievement and memory of a student who dies while enrolled in a degree/certificate program, provided the following conditions are met:</p> <ol style="list-style-type: none"> 1. Eligibility Criteria: <ol style="list-style-type: none"> a. The student was actively enrolled or on an approved medical leave in a degree/certificate program at the time of death. b. The student had completed a substantial portion of the program requirements, generally defined as at least 75% of the credit hours required for the degree/certificate. c. The student was in good academic standing at the time of death. d. If the decedent does not meet the eligibility criteria for the award of a posthumous degree/certificate/certificate, their academic achievement may be acknowledged through an In Memoriam Recognition 2. Approval Process: <ol style="list-style-type: none"> a. A request for a posthumous degree/certificate may be initiated by the student's family or any QCC faculty or staff member. b. The request must be reviewed and recommended by the Vice President of Academic Affairs and approved by the President of the College. c. Documentation verifying the student's death and academic record must accompany the request. 3. Degree/Certificate Conferral: <ol style="list-style-type: none"> a. The posthumous degree/certificate will be noted as such on the official transcript and diploma. b. The College may recognize the award during commencement or through an alternative ceremony, in consultation with the family. c. Diploma annotation will read as follows: <div style="text-align: center;">Associate of Arts (A.A.) or appropriate credential Major: Conferred Posthumously</div> 4. Exceptions: <ol style="list-style-type: none"> a. In extraordinary circumstances, exceptions to the eligibility criteria may be considered by the President upon recommendation from the Vice President of Academic Affairs.
5.0	<p>Definitions:</p> <ul style="list-style-type: none"> • Posthumous Degree/Certificate: An award conferred after a student's death that recognizes progress toward completion of an academic program. • In Memoriam Recognition: A ceremonial recognition when eligibility criteria are not met; no credential is conferred. • Good Academic Standing: Status determined per college policy (e.g., minimum GPA, satisfactory academic progress, standing free of academic dismissal).

6.0	<p>Responsibilities:</p> <ul style="list-style-type: none"> • Requestor (student’s family or any QCC faculty or staff member). Submits the request and supporting documentation. • Department Chair/Dean: Verifies program progress and recommends action. • Registrar: Verifies enrollment, academic standing, credits earned, and degree/certificate audit; codes conferral and transcript notation. • Vice President of Academic Affairs (VPAA): Reviews and recommends approval; manages exceptions. • President: Final approval authority. • Commencement/Events Office: Coordinates recognition at ceremonies, if applicable. • Communications: Supports public messaging and family liaison, with privacy safeguards. • Financial Aid/Bursar/Veterans Services: Reviews implications and closes accounts per applicable regulations. • Student Affairs: Coordinates with College offices to stop all correspondence related to billing and enrollment as well as provides wellness and bereavement support resources.
7.0	Procedures: N/A
8.0	Sanctions: N/A

Approved by campus community at All-College Forum on 5/5/2026.
Approved by the Board of Trustees on 6/10/2026.