



Procedure 501-17 Posthumous Degrees and Certificates

Sponsor: Student Services

Purpose

Coconino Community College (CCC) recognizes the profound loss of a student who passes before completing their degree or certificate. In recognition of the student's academic achievements, CCC offers the opportunity to award posthumous degrees and certificates of recognition under specified criteria. Posthumous degrees or certificates are typically awarded during the college's commencement ceremony to honor the student's commitment and academic progress.

Definitions

Posthumous Degree

A posthumous degree may be awarded when a deceased student meets the following criteria:

1. The student has completed at least 75% of the required credits for their degree or certificate program.
2. The student was continuously enrolled in coursework at CCC at the time of death (501-05 Determination of Catalog Year)
3. The student is not on academic probation or suspension in accordance with the college's Academic Progress. (303-12 Academic Progress)

Posthumous Certificate of Recognition

A posthumous certificate of recognition may be awarded when a deceased student does not meet the criteria for a posthumous degree but has made significant academic contributions. The criteria are as follows:

1. The student has completed at least 12 credit hours at CCC.
2. The student was enrolled in classes at CCC at the time of death.

Procedure

1. Initiation of Request

A family member of the deceased student or a member of the CCC's faculty or staff may initiate a request for posthumous recognition by submitting the request to the Office of Registration & Enrollment Services.

2. Evaluation

The Office of Enrollment Services will review the student's academic records to verify that the request meets the criteria outlined in this procedure. This evaluation will include checking the student's academic standing and progress toward degree or certificate completion.

3. Approval Process

If the student meets the necessary criteria, the Office of Registration & Enrollment Services will forward the request to the Office of the College President for review and approval.

4. Commencement and Recognition

Approved posthumous degrees and certificates will typically be awarded at CCC's next scheduled commencement ceremony. The student's name may be listed in the commencement program, and the student may be recognized during the ceremony. A representative of the student's family will be invited to accept the degree or certificate on the student's behalf.

References

303-12 Academic Progress

501-05 Determination of Catalog Year

501-16 Awarding of Degrees and Certificates

Procedure History

02/14/2025 Reviewed and Approved by Standards Committee

10/17/2025 Revised and Approved by the President's Cabinet

Legal Review

None