

Addendum to page 36

Posthumous Degree

St. Luke's College awards a posthumous degree or certificate in recognition of the academic achievement of the deceased student. In doing so the college acknowledges the loss to family and friends and extends to them the opportunity to share in the academic success of the deceased student.

A posthumous degree may be awarded if the following conditions are met;

- The deceased student was in good academic and disciplinary standing and was successfully progressing toward completion of requirements for the degree to be awarded.
- At the time of death the student had a 2.0 GPA or better and was in the final term of completion of their program's graduation requirements.
- The deceased student must have been enrolled at the time of death (summer excluded), or their continuous enrollment was interrupted by their injury, illness, deployment, etc.
- The deceased student's cause of death was not due to any unlawful activity on the part of the student.
- Agreement for awarding of the degree has been obtained from the Program Director of the student's program of study.
- Approval has been obtained from the student's family members, sought, in descending order, from the spouse, if married, child of student if child is of legal age, student's parents or from student's siblings.
- In cases where it is determined that a student did not meet the above requirement for a degree, a posthumous certificate of recognition may be awarded. This certificate recognizes a student's progress toward the attainment of a degree. This can be a certificate recognizing the student's attendance, participation, clinical participation or completion of a core element within the student's program.
- If the student had outstanding tuition and fee charges, the debt will be waived.

Procedure

1. Upon notification of the student's death the Executive Dean of Academics and Student Services will notify the President, the Program Director of the student's program of study and the Associate Dean of the division.
2. The Associate Dean of the division, Program Director and the Executive Dean of Academics and Student Services will review the student's official transcript and degree audit to determine the student's eligibility for a posthumous degree.
3. If the student is eligible for a posthumous degree the Associate Dean of the division brings the recommendation to the President or final approval. If approved, the President notifies the Associate Dean, Program Director, and the Executive Dean of Academics and Student.
4. Upon approval, the Program Director will notify the deceased student's family to inform them of the degree conferral.
 - a. The family will be asked how they wish to receive the diploma/certificate. The President or Associate Dean of the division will either present the diploma/certificate personally

to the family or the diploma/certificate will be mailed to the family with an appropriate letter from the President or designee.

- b. The family will be invited to a commencement ceremony. If they choose to participate they may be recognized as their student's name is announced.
5. The degree will be conferred at the next commencement ceremony. Posthumous degrees will not be backdated.
 - a. Names of all posthumous degree recipients will be noted with their major and listed separately in the commencement program. For example, Jane Smith, Associate of Science Degree in Radiology, Awarded Posthumously or Jon Doe, Posthumous certificate of recognition in Respiratory Care.
 - b. The diploma/certificate will include the statement "awarded posthumously" with no date of completion listed.
 - c. Official academic transcripts will note that it is a posthumous degree.
6. If the Program Director does so certify, the Registrar shall enter final grades of "P" in classes in which the student was enrolled.
7. During the commencement ceremony the President acknowledges the loss of each student. If family members are present and willing to participate they may be recognized as their student's name is announced.

Cases that do not meet the above specified criteria may be considered when extenuating circumstances are present. For example, if the student's death occurred during or as a result of participation in a college-sponsored activity, the student died while carrying out a heroic deed or the student completed an outstanding academic record.

On these occurrences, the St. Luke's College Board of Directors or the St. Luke's College Board of Directors Executive Committee, acting on behalf of the Board of Directors, will review the extenuating circumstances and decide if a posthumous award will be made.

The Chair of the Board of Directors or the Executive Committee will communicate the decision to the President and the Associate Dean of the division. If approved, the above steps 2-7 will be followed.