

Pennsylvania College of Technology

Procedure Statement

Title: Posthumous Degrees

Number: PR 4.56

Approved by:
Presidential Action

Approved Date: 06/2014
Implementation Date: 07/2014
Last Review Date: 11/2024
Last Revision Date: 11/2024

Persons/Departments Affected:

Student Affairs, Academic Schools, Registrar's Office, and departments College-wide

Responsible Department:

Academic Affairs

Definitions:

Posthumous degrees – Degree awarded to a deceased student.

Good Academic Standing - Good standing is defined as not having any of the following statuses: academic probation, academic suspension, academic dismissal, disciplinary suspension or expulsion.

Procedure:

- I. In cases of a student death that meets the requirements established in Policy [P4.56](#), the faculty in the school in which the student was enrolled may recommend the awarding of a posthumous degree.
 - a. The recommendation must be made in writing at least eight weeks prior to the scheduled commencement exercise at which the proposed degree would be awarded.
 - b. Other individuals/departments who feel a posthumous degree is appropriate may contact the academic school where the official recommendation will be taken up by the faculty and dean.
- II. The dean of the school will recommend the candidate for a posthumous degree in the form of a formal written request to the Vice President for Academic Affairs & Provost.
- III. If supported by the Provost, the Provost will submit the recommendation to the President for formal approval. If approved by the President:

- a. The Provost's Office will notify Student Affairs, the Registrar, and the commencement coordinator.
 - b. The Provost's Office will notify the immediate family of the College's desire to recognize their student with this honor. This process should be kept confidential until and unless approved at all levels.
 - c. If the family desires to represent the student and receive the diploma at a commencement ceremony, this must be relayed to the commencement coordinator for planning. If the family does not wish to attend the commencement ceremony, the diploma will be mailed to the requested address.
- IV. The student's name and posthumous degree will be included in the commencement program.
 - V. If the family chooses not to participate in the ceremony, the award may still be read during the ceremony (unless explicitly requested otherwise by the family). In this case, the commencement coordinator will arrange for the student's name to be read at the appropriate place in the ceremony.
 - VI. If the immediate family does not wish to have the student recognized with a posthumous degree, the College will honor that request.

Revision History:

Date: 11/2024 Revised to address situation in which family does not wish for student to be recognized with posthumous degree (Section VI).

Date: 08/2023 Minor edits to style.

Date: 06/2019 Periodic review. No changes.

Date: 07/2014 Implementation of procedure.

Cross References:

Posthumous Degree Policy, [P4.56](#)

Deceased Student Procedure, [PR4.05](#)