

# Rancho Santiago Community College District ADMINISTRATIVE REGULATION

## Chapter 4 Academic Affairs

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### **AR 4110 Honorary and Posthumous Awards**

#### **Reference(s):**

Education Code Section 72122

Rancho Santiago Community College District is guided by principles that recognize its students' successes by honoring students who have passed away while attending Santa Ana College or Santiago Canyon College with honorary or posthumous awards such as, degrees, credit certificates, noncredit certificates, and/or Adult High School Diplomas. These awards recognize students' academic achievements, prior to their death.

Credit and noncredit programs issue honorary and posthumous awards. For credit programs, students earn degrees and/or credit certificates. The conferment of credit awards fall under the purview of the Vice President of Student Services, or designee. For noncredit programs, students earn noncredit certificates and/or Adult High School Diplomas. The conferment of noncredit awards fall under the purview of the Vice President of Continuing Education, or designee.

Honorary awards are conferred upon students who, at the time of death, have completed the residency requirements for awards at Santa Ana College or Santiago Canyon College as listed in the college catalog in effect at the time of death. These students have not initiated the graduation process and may or may not have met the academic program requirements at the time of death.

Posthumous awards are conferred upon students who, at the time of death, have initiated and anticipated meeting the academic program requirements for awards at Santa Ana College or Santiago Canyon College. Students' academic progress must fulfill the graduation requirements as listed in the college catalog in effect at the time of death. The catalog year is determined based on catalog rights. Coursework in-progress will be assumed satisfied. Students whose awards are conferred posthumously will have transcripts that denote the posthumous awards along with the appropriate degrees, certificates, and/or diplomas.

#### Procedure

The process for identifying and considering candidates for the honorary and posthumous awards shall be as follows:

1. A formal request may be initiated by any of the following: a family member, a faculty/staff member, an administrator, or a fellow student. If the request is not made by a family member, the family should be contacted by a district official and found to be receptive to the possible award. The request must be submitted in writing within

- six (6) months following the student's death and must be accompanied by a copy of the student's death notification (e.g., death certificate, news article, funeral service program). The request for credit awards must be submitted to the Vice President of Student Services, or designee. The request for noncredit awards must be submitted to the Vice President of Continuing Education, or designee.
2. Dependent upon the types of awards, the Vice President of Student Services or the Vice President of Continuing Education, or designees, are responsible for reviewing the students' academic records to ensure the specified criteria are satisfied. The appropriate Vice President, or designee, forwards the request to the President of the College.
  3. The President of the College recommends to the Board of Trustees that students receive honorary or posthumous awards. The recommendation is made no later than March of every year to ensure that students' names appear in the commencement program for the respective academic year.
  4. Dependent upon the Board of Trustees action, the appropriate Vice President, or designee, notifies the initiator of the outcome. If approved, an invitation is extended to the family to attend the commencement ceremony at Santa Ana College or Santiago Canyon College.
  5. Dependent upon the Board of Trustees approval, the appropriate Vice President, or designee, notifies the respective Admissions & Records Office to notate the students' permanent records accordingly.
  6. Honorary and posthumous awards are noted on the commencement program.
  7. The students' honorary and posthumous awards are released or mailed to the person legally authorized to manage the deceased student's affairs.
  8. Any fees associated with the administration of honorary and posthumous awards are waived.

**Adopted: May 28, 2019**

**Reviewed: May 16, 2019**