

Essex County College College Regulation

REG 5-24 AWARDING OF POSTHUMOUS DEGREES AND DECEASED STUDENTS RECORD REQUESTS

Purpose:

A deceased student may be considered a candidate for a posthumous degree by Essex County College if the student was enrolled before their death and certain minimum academic degree requirements have been met and verified. Furthermore, any party with verified legal authority may request the educational records of deceased students in accordance with all applicable College Regulations and policies.

Application:

Awarding of a Posthumous Degree:

1. The next of kin of the deceased student may request a posthumous degree through the Dean of Student Affairs. The next of kin must submit an official legal document that verifies their status, such as a marriage certificate or birth certificate.
2. The Dean of Student Affairs will verify that the student is deceased by obtaining a death certificate from the family member, and will forward it to the Office of Enrollment Services for recordkeeping, Bursar and Financial Aid (if applicable).
3. A posthumous degree may be awarded, if, at the time of death, the student has met one of the following criteria:
 - a. They were enrolled in the final semester of coursework to complete degree requirements, are in good academic and financial standing at the College, and have had no disciplinary actions pending.
 - b. They have completed at least 50% of the required number of college credits for a degree, and are in good academic and financial standing with the College.
4. The posthumously awarded degree will appear on the transcript, diploma, and in the Commencement program.
 - c. The degree may be presented during Commencement to a member of the student's family, or mailed upon request. Arrangements for the presentation will be coordinated with the family member by the office of the Dean of Student Affairs.
5. Latin honors are not awarded on posthumous degrees.

6. Posthumous degrees will not be included in state or federal reporting.

Awarding of a Posthumous Certificate of Academic Achievement:

1. If the conditions required for the award of a posthumous degree have not been met, a Certificate of Academic Achievement may be issued if the student has made some progress toward a degree, as defined by the department of study and Office of Enrollment Services.
2. The process for awarding a posthumous Certificate of Academic Achievement shall follow the same process for awarding a posthumous degree as defined in this Regulation.

Records Requests of Deceased Students:

1. A third party may request the educational record of a deceased student. The third party must submit a death certificate and a legal document that grants the requestor authority to receive records.
2. All requests for deceased students' educational records will be submitted to the Office of Enrollment Services for processing in accordance with the College's record request policies and procedures.
3. If a duplicate diploma for a deceased alumnus is requested, the third party must provide the same information as noted in #1. Additionally, the requestor must pay for the duplication of the diploma.

<p>Responsible Official(s): Office of Enrollment Services Department of Student Affairs</p>	<p>References: <i>N.J.S.A. 18A:64A-12(o), Family Educational Rights and Privacy Act (FERPA) 20 U.S.C.A. § 1232 et seq., BP 5-2</i></p>
<p>Regulation History: 6/24</p>	<p>Attachment(s):</p>