

REQUEST TO AWARD POSTHUMOUS DEGREE

CALIFORNIA COLLEGE OF THE ARTS (CCA) POLICY

CCA may award a degree to a deceased student if the college determines that the student had made significant and satisfactory progress towards degree completion.

PROCEDURE

Initiate Request to Dean of Students

The deceased student's family member or academic leadership (chairs, deans, director, etc.) may initiate the process of requesting a posthumous degree. The family's request should be made in writing to the [Dean of Students](#) with a copy of the student death notification. Note: If academic leadership initiates the request, they should work with the Dean of Student's Office to confirm that next of kin are supportive of the effort.

Academic Leadership (*Chairs, Deans, Director, etc.*)

After determining that the student has met the policy criteria, the student's [Academic Leadership](#) can make a written request to the Office of the Provost that the student's degree be awarded posthumously. The written request should include the student's name and a summary of outstanding degree requirements (*provided by the Student Records Office*) and may include the student's accomplishments or contributions to the program, the college, and/or their discipline.

Provost

Upon review and approval of the [Provost](#), the Student Records Office will award the degree for the next scheduled graduation date.

Registrar

The [Registrar](#) at the Student Records Office posts the degree on the student's transcript with a notation that the degree is awarded posthumously and produces a diploma indicating the same notation. The official transcript and diploma will be mailed to the address provided by the family member.

The [Student Records Office](#) will also notify the Office of the Dean of Students of the deceased student's information (i.e., name, ID number, degree(s), program(s), and commencement eligibility year) and the family's contact information. The student's name will be included in commencement publication materials with an "Awarded Posthumously" designation. The Office of the Dean of Students will facilitate communication between the family and key departments about any additional options for recognizing the student.

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AUTHORIZATION SIGNATURE FORM

Student Name (for which the posthumous degree is requested for): _____.

Years Attended CCA : _____.

Family Request / Authorization

Family Member Name. (Authorizing Request): _____, **Relationship:** _____.

Student Name to be Printed on Diploma (Full Name): _____.

Diploma & Transcript Mailing Address: _____

_____.

Family Member Signature: _____, **Date :** _____.

Office of the Dean of Students

Dean of Students: _____.

Signature: _____, **Date :** _____.

Academic Leadership (Chairs, Deans, Director, etc.)

Academic Leadership Name: _____, **Title:** _____.

Signature: _____, **Date :** _____.

Office of the Provost

Provost Name: _____.

Signature: _____, **Date :** _____.

Registrar, Student Records Office

Registrar Name: _____.

Signature: _____, **Date :** _____.