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## Purpose

The purpose of this procedure is to establish guidelines for the awarding of Honorary Degrees and Posthumous Degrees.


## Procedure

Florida State College of Jacksonville (FSCJ or College) shall confer degrees and certificates as authorized by applicable laws and regulations of the State of Florida, in accordance with requirements established by the College and specified in the College catalog.

The District Board of Trustees (DBOT) authorizes the granting of honorary degrees by the College, including without limitation the posthumous award of degrees, and authorizes the College President, or designee(s), to establish requirements and guidelines governing the award of honorary degrees.

### A. Honorary Degrees for Distinction

1. Candidates for Honorary Degrees may be nominated from the College community, any other academic community, or from public services areas. The following criteria may be considered:
  - a. The recipient should bring distinct honor to the College through his/her eminence, and/or;
  - b. The recipient should be known to have accomplished outstanding achievement or gained national or international recognition, or made a significant scholarly, creative, public, business, or humane contribution to the United States or to the College, and/or;
  - c. The recipient should have a significant relationship with the College, e.g.
    - i. As a distinguished alumnus of FSCJ
    - ii. By providing major assistance to the College in creating a new program
    - iii. Through significant contributions to faculty and students
    - iv. Through highly beneficial contributions to the welfare of FSCJ.
2. The nominator shall provide formal documentation of the nominee's qualifications and eligibility, at least addressing the above listed criteria.
3. Nominations shall be forwarded to the Vice President of Student Services, who shall assemble a review committee consisting of at least the following:
  - a. Members of the FSCJ Cabinet
  - b. The Registrar/Director of Student Records
  - c. The Chief Communications Officer, or designee
  - d. The Executive Director of the FSCJ Foundation
  - e. Others as deemed appropriate to the degree/award or deemed appropriate by the College President.

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4. The committee shall review the nominations and make a recommendation to the College President as to the appropriateness of the proposed award to respective candidates and the type of honorary degree which should be conferred.
5. If the nomination is approved by the College President, the Honorary Degree shall be issued and appropriately presented.

**B. Academic Degrees Awarded Posthumously:**

1. A posthumous degree is a special type of honorary degree, awarded to a student who has passed away prior to completing all degree requirements.
2. A posthumous degree may be awarded upon the request of, or permission from, the student's immediate family (mother, father, step-parent, legal guardian, spouse, brother, sister, child).
3. The request or permission of the family must be provided to the Vice President of Student Services and must be accompanied by:
  - a. Student's full name.
  - b. College ID or SSN.
  - c. Copy of death certificate, obituary, or other official confirming documentation.
  - d. Address where the diploma will be mailed if not delivered in person.
4. The student should meet the following criteria:
  - a. The student must have been seeking a degree, certificate, or other academic credential.
  - b. Must have completed at least fifty percent (50%) of the credits required for the degree program through a combination of FSCJ courses, transfer credit, credit by exam, or experiential learning.
  - c. Completed at least fifty percent (50%) of the college-level credits required to meet the institutional residency standard for the degree at FSCJ.
  - d. Must meet the standard graduation eligibility criteria for GPA and academic standing.
5. Exceptions may be made at the discretion of the College.

REFERENCES: F.S. 1001.64, 1001.65, SBE Rule 6A-14.030(17)

Adopted Date: December 16, 2020