I. **Background and Purpose**
   1.1 This policy defines when and how deceased students are awarded a posthumous degree.

II. **Constraints**
   2.1 Notifying family members and getting a commitment from a family member to attend Commencement.

III. **Definitions**
   3.1 See below.

IV. **Policy Statements**
   4.1 This policy is not automatic, a request for a posthumous degree must be initiated by someone close to the deceased student.

   4.2 A request for a posthumous degree is initiated by a person, or persons associated with the deceased to the Registrar.
      4.2.1 This is usually a family member, but the academic department of the student can initiate it in accordance to the wishes/support of the family.

   4.3 The deceased student must have completed at least 7/8 of the degree requirements of his/her major.
      4.3.1 If the deceased student was not close to meeting graduation requirements, the academic department may recommend that a “Certificate of Accomplishment” or other similar acknowledgement be issued.
      4.3.2 The request must be approved by the academic department and the Provost.
      4.3.3 The Registrar may also suggest a posthumous Associate degree, if the deceased had completed 7/8 of an Associate degree.

   4.4 If the posthumous degree is approved, the Provost communicates the decision, along with any necessary waivers of special instructions to the Registrar so that appropriate recognition may take place.
      4.4.1 The Registrar shall then notify the Assistant Dean of Students, who is responsible for Commencement Exercises.
      4.4.2 The Assistant Dean of Students contacts the deceased student’s family to inquire if a family member wishes to attend Commencement Exercises.

   4.5 Special notice may include (but not limited to), notation on the Commencement Program, and/or a letter from the Chancellor to the family of the deceased student.

   4.6 The Registrar shall note, but not post, the degree to the transcript, with an appropriate narration that the degree was awarded posthumously.
      4.6.1 The Registrar shall order a diploma and provide the diploma to the Assistant Dean of Students.
      4.6.2 The Assistant Dean of Students shall mail the diploma to the deceased student’s family.

   4.7. The Registrar shall ensure that grades of W (or withdrawn status) is entered for all courses the deceased was enrolled in at the time of his/her death.

V. **Policy Procedures**
   5.1 See above

VI. **Compliance**
   6.1 Approved by Faculty Senate (9/16/03) and approved by the Chancellor (3/28/04)
   6.2 No Consequences

   6.3 If the Provost grants a posthumous degree, sh/e reports this decision to the Registrar who reports it to the Assistant Dean of Students.

VII. **Attachments**
   7.1 None