



## ACADEMIC AFFAIRS POLICY

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**NUMBER/TITLE:** AA-130, AWARDING OF POSTHUMOUS DEGREES

**Covered Individuals:** All students

**Covered Locations:** All locations

**Effective Date:** April 17, 2024

**Strategic Priority:** SP 1.3

**HLC:** N/A

**Consultations:** VPASA, Dean of Academic & Educational Affairs, Registrar, Faculty (Academic Affairs), Director of MA (Midwest Region), Director of FA

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### POLICY STATEMENT

A posthumous degree may be conferred upon a student who has passed away before completing their degree requirements, provided that the student has substantially completed their declared program of study.

### PURPOSE

To outline the criteria and expectations for awarding posthumous degrees.

### DEFINITIONS

*Good Standing:* A designation indicating that a student has maintained satisfactory academic performance and adhered to the university's standards of conduct, without being subjected to academic warning, probation, suspension, dismissal, or any violations of conduct policies.

*Posthumous:* Pertaining to events or awards occurring after one's death.

*Substantially complete:* A status where an undergraduate student is within 18 credits, or a graduate student is within six credits, of completing their degree.

### POLICY IMPLEMENTATION

#### Criteria for Eligibility of Posthumous Degree

A posthumous degree may be awarded under the following conditions:

1. The student was enrolled at the university at the time of their death.
2. The student was within 18 credits of completing an undergraduate degree or within six credits of completing a graduate degree.
3. The student was in good standing academically and in terms of conduct.

#### Procedure for Posthumous Degree Requests

A posthumous degree request can be initiated by an immediate family member, department chair, program director, or faculty member, and should be directed to the Dean of Academic and Educational Affairs. The request must include:

1. A rationale for the degree conferral.
2. Approval from the faculty in the student's major department, indicating consent to waive any remaining credits.

3. The (Academic) Dean reviews the request and forwards a recommendation to the Vice President for Academic and Student Affairs (VPASA). If the Dean opposes the award, the requester(s) will be informed promptly.
4. The VPASA has the authority to make the final decision, which will be communicated to the Dean, Registrar, and President.
5. If approved, the Registrar will issue a transcript with a special notation of posthumous degree conferral and prepare a diploma for the next graduation date, without a posthumous notation. The Dean will then arrange for the diploma's delivery to the student's family and coordinate the release of the student's name alongside other graduates. In case of denial, the Dean will notify the family with an explanatory letter.

**CUSTODIAN**

Vice President for Academic and Student Affairs

**RELATED DOCUMENTS, FORMS, AND POLICIES**

None

**HISTORY**

New/Revision Number	Date of Action/Approval	Revision Change
AA-130	April 17, 2024	New policy.