



## ACADEMIC AFFAIRS POLICY

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**NUMBER/TITLE:** AA-130.2, 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:** CAO, Registrar, Faculty (Academic Affairs), Executive Director of FS, Director, MVA

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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

1. A request must include a rationale for the degree conferral.
2. Request is submitted to the University Registrar to verify that conditions are met.
3. Request is forwarded to department chair of student's major department for consent to waive any remaining credits.
4. The request is sent to the Chief Academic Officer (CAO).

5. The CAO reviews the request and makes a decision regarding the awarding of the posthumous degree.
  - If the CAO opposes the award, the requester(s) will be informed promptly.
  - If approved, the Registrar will issue a transcript with a special notation of posthumous degree conferral and prepare a diploma without a posthumous notation for the next graduation date.
6. The final decision will be communicated to the Registrar and President.
7. The CAO 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.

**CUSTODIAN**

Chief Academic Officer (CAO)

**RELATED DOCUMENTS, FORMS, AND POLICIES**

None

**HISTORY**

New/Revision Number	Date of Action/Approval	Revision Change
AA-130.2	February 25, 2026	Updated titles and custodianship to CAO; clarified implementation workflow steps.
AA-130	April 17, 2024	New policy.

