

ADMINISTRATIVE POLICY #30-14 (2014) Posthumous Recognition Policy

Policy Title: Posthumous Recognition Policy

Policy Type: Administrative

Policy Number: # 30-14 (2014)

Approval Date: 07/01/2015

Responsible Office: Provost and Vice President for Academic Affairs

Responsible Executive: Provost and Vice President for Academic Affairs

Applies to: University Community

POLICY STATEMENT

The policy is identifying the circumstances and criteria for extending posthumous recognition in awarding a degree or certificate to a deceased Norfolk State University student.

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DEFINITIONS

Posthumous Recognition: Awarding the degree or certificate at commencement after the death of the student.

CONTACT(S)

The Office of the Provost and Vice President for Academic Affairs officially interprets this policy. The Office of the Provost and Vice President for Academic Affairs is responsible for obtaining approval for any revisions as required by BOV Policy # 01 (2014) *Creating and Maintaining Policies* through the appropriate governance structures. Questions regarding this policy should be directed to the Vice Provost.

STAKEHOLDER(S)

University Community at large to include family members and friends of the deceased student(s).

POSTHUMOUS RECOGNITION: POLICY CONTENTS

Norfolk State University is committed to enhancing student success and supporting our students in the pursuit of quality academic instruction and graduation. We realize that unfortunate circumstances may arise which make it impossible for deserving students to complete the requirements for a college diploma and/or attend commencement exercises. Degrees or certificates may be awarded to an immediate family member of a student who dies or is near death due to illness or accident while progressing satisfactorily toward the completion of a degree program at Norfolk State University.

Procedures

I. Criteria

Upon a request by the student's immediate family or the student's major department and within one year following the death of a student who has been enrolled in a program of study at NSU, the university may award a posthumous degree or certificate of attendance if:

1. The department head of the student's major program of study should present the academic record and recommendation for awarding the degree to the respective school dean.
2. If the dean concurs with the recommendation, he or she forwards the recommendation in writing along with supporting documentation (academic audit, proof of death, etc.) to the Office of the Vice President for Academic Affairs.
3. The Office of the Vice President for Academic Affairs will transmit the file to the Office of the Registrar for review.
 - a. A degree will be recommended if the student:
 - I. Has completed all requirements for
 - II. Had been enrolled in the courses that, upon successful completion, would have culminated in the awarding of the degree
 - III.. Maintained a minimum 2.00 GPA (Undergraduate) or 3.00 (Graduate)
 - b. A certificate of attendance may be recommended if the above conditions are not satisfied.
4. Once the Registrar confirms the academic data, the request for posthumous

recognition is made to the University President by the Vice President of Academic Affairs.

5. If the President approves the request and a degree will be awarded; the student's name along with the designation "awarded posthumously" will be forwarded to the Chair of the Commencement Committee for inclusion in the Commencement Program.
 1. If a certificate of attendance will be presented this information is also sent to the Chair of the Commencement Committee for inclusion in the Commencement Program.
6. The name and address of the immediate family member will also be forwarded to the Chair of the Commencement Committee so that the family can be contacted and arrangements can be made with regards to parking, seating etc.
7. The deceased student's family member will be permitted to participate, upon timely arrival, in the commencement exercises in which the deceased student would have been eligible to participate.
8. If a diploma is to be issued; the diploma will be mailed to the person legally responsible for managing the deceased student's affairs.

PUBLICATION

The policy shall be widely published and distributed to the University community. To ensure timely publication and distribution thereof, the Responsible Office will make every effort to:

- Communicate the policy in writing, electronic or otherwise, to the University community within 14 days of approval;
- Submit the policy for inclusion in the online Policy Library within 14 days of approval;
- Post the policy on the appropriate SharePoint Site and/or Website; and
- Educate and train all stakeholders and appropriate audiences on the policy's content as necessary. Failure to meet publication requirements does not invalidate this policy.

REVIEW SCHEDULE

Next Scheduled Review: 04/16/2021

Approval by, date, President, 07/01/2015

Revision History: April 16, 2018

Supersedes: 30.013, #30-13

RELATED DOCUMENTS

There are no related documents associated with this policy.

FORMS

There are no forms associated with this policy and procedures.