



**ADMINISTRATIVE POLICY #30-14 (2021) POSTHUMOUS RECOGNITION POLICY**

**Policy Title:** Posthumous Recognition Policy

**Policy Type:** Administrative

**Policy Number:** #30-14 (2021)

**Approval Date:** 11/04/2021

**Responsible Office:** Office of the Provost and Vice President for Academic Affairs

**Responsible Executive:** Provost and Vice President for Academic Affairs

**Applies to:** University Community

**POLICY STATEMENT**

The policy identifies 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.



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### **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, including family members and friends of the deceased student(s)

### **POLICY CONTENTS: POSTHUMOUS RECOGNITION**

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 and 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 the following conditions are met:

1. The department chair of the student's major program of study presents the academic record and recommendation for awarding the degree to the respective college/school dean.
2. The dean concurs with the recommendation and forwards it in writing along with supporting documentation (academic audit, proof of death, etc.) to the Office of the Provost and Vice President for Academic Affairs.
3. The Office of the Provost and Vice President for Academic Affairs transmits the file to the Office of the Registrar for review.



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- a. A degree will be recommended if the student:
    - i. Has completed all requirements for the degree.
    - 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 Provost and Vice President for 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. 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.

### **EDUCATION AND COMPLIANCE**

The Provost and Vice President for Academic Affairs shall be responsible for training the department chairs and deans on the requirements of this policy on an annual basis or as needed. Records of training will be maintained in the Office of the Provost and Vice President for Academic Affairs.

To ensure conformity to the requirements of this policy, the Office of the Provost and Vice President for Academic Affairs will monitor for compliance with this policy by ensuring



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compassionate sensitivity to others. Failure to comply with this policy would amount to disregard for individual commitment and efforts cut short by death or unforeseen circumstances.

### **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: 11/04/2024
- Approval by, date, President, 07/01/2015; 11/04/2021
- Revision History: April 16, 2018; April 27, 2021
- 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.