



ADMINSTRATIVE POLICY #30-14 (2024) POSTHUMOUS RECOGNITION POLICY

Policy Title: Posthumous Recognition Policy

Policy Type: Administrative

Policy Number: #30-14 (2021)

Approval Date: 4/12/2024

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.

Criteria

Upon a request by the student's immediate family or the student's major department and within three years of the student's last date of enrollment in a program of study at NSU, the University may award a posthumous degree, certificate of recognition, or certificate of attendance if the following conditions are met:

Posthumous Degree criteria/applicability:

Undergraduate Students

1. The student has completed 75% of all requirements for the degree.
2. The student must be in good academic (2.0 cumulative GPA) and disciplinary standing.
3. The student must be enrolled at NSU at the time of death.

Graduate Students

1. The student has completed 75% of all the course requirements for the degree.
2. The student must be in good academic (3.0 cumulative GPA) and disciplinary standing.



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3. The student must be enrolled at NSU at the time of death.
4. The student must have an approved thesis/dissertation proposal or have passed a comprehensive exam if required by the program.

If a student is diagnosed with a terminal illness while enrolled at NSU and:

1. The student meets all of the above requirements, but
2. The student is unable to continue enrollment due to the progression of the illness

Certificate of Academic Achievement ~~Recognition~~

For students who do not meet the requirements for a posthumous degree, a certificate of recognition will be awarded under the following conditions:

1. The student must be in good academic (2.0 cumulative GPA for undergraduates or 3.0 cumulative GPA for graduate students) and disciplinary standing.
2. The student must be enrolled at NSU at the time of death.

Certificate of Attendance

For students who do not meet the requirements for a Certificate of Recognition, a certificate of attendance will be awarded.

Procedures

1. The department chair of the student's major program of study reviews the academic record and confirms with the Dean of Students that no disciplinary actions are pending. If the student meets the criteria, the department chair 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. Upon the Provost's approval, the Office of the Provost and Vice President for Academic Affairs transmits the file to the Office of the Registrar for review. 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.
3. 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.



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4. 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 participation, parking, seating, etc.
5. If a diploma is to be issued, the person legally responsible for managing the deceased student's affairs (or that person's designee) will receive the diploma at commencement or it will be mailed.

Exceptions may be escalated for Presidential approval.

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.

Failure to comply with this policy would amount to disregard for the University's culture of care.

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:** 4/12/2027
- **Approval by, date:** President/Cabinet, 07/01/2015; 11/04/2021; April 12, 2024



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- **Revision History:** April 16, 2018; April 27, 2021; April 12, 2024
- **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.