

### 3357:13-15-31 Conferral of Posthumous Degrees

- (A) Rationale: North Central State College is a caring and humane institution that takes special responsibility to recognize our students' achievements. This is especially true for students who have died. This policy is meant to make clear the College's position, avoid confusion, and empower the College President and Vice President for Academic Services to award a diploma when appropriate. They are in the best situation to determine if a student has completed enough of the planned degree program to warrant granting a degree from North Central State College.
- (B) Policy: The College may grant associate degrees and certificates posthumously. If the College determines that a deceased student was in good standing and had completed enough credits towards a degree, the President has the authority to grant the degree posthumously, on the recommendation of the division dean and approval by the Vice President for Academic Services. Degree-seeking students should have accumulated enough credits toward the completion of their degree to designate them as a student in their second year who has completed a substantial amount of the requirements necessary for the degree to be presented posthumously. The request should give in writing the rationale for awarding the degree posthumously, and it must indicate the Dean's approval on behalf of the faculty in the student's major department that any remaining credits required for the degree are waived. The award of a posthumous degree does not require Board of Trustees action.
- (C) Direct Certification of a Student Who Has Died: If a student dies who is far enough advanced in his or her final term that the instructors can give grades in all courses and all other requirements are also satisfied, then the degree will be awarded as earned. In this case, the transcript does not carry any special notation of posthumous award. The procedure in this case will be the Registrar's Office degree certification process with the usual approvals, accompanied by a memorandum of explanation from the department.
- The special posthumous degree policy detailed here is invoked when a student cannot be certified as having completed all required academic work.
- (D) Procedure: The student's academic discipline/department initiates the request; the Vice President for Academic Services will notify the student's department that the department has authority to initiate the certification process for the posthumous degree.
- (1) The recommendation goes to the dean of the division and then to the Vice President for Academic Services for approval. If the Vice President for Academic Services grants approval, the recommendation is submitted to the College President for approval; and the Dean of the student's division and the registrar will be notified. (If the Vice

President for Academic Services does not approve the posthumous degree, the Dean of the student's division will be so notified.)

- (2) After the posthumous degree has been approved, the Office of the Registrar will mail the diploma to the family member or, if desired, give it to the dean or other appropriate College official(s) for presentation in a private gathering as a special gesture to the family; or a family member may choose to receive the diploma on the student's behalf at the commencement ceremony.
- (3) Upon the request of the divisional dean, the Office of the Registrar will make a special effort to get the diploma early.
- (4) Waiving the graduation fee, the Office of the Registrar will add the student's name and posthumous designation to the graduation lists and upcoming commencement program.
- (5) The Registrar shall enter final grades of "IP" in classes that were in progress. The degree will be posted on the student's permanent record as follows (example):

**ASSOCIATE OF APPLIED BUSINESS  
MAJOR: PARALEGAL STUDIES  
DEGREE CONFERRED POSTHUMOUSLY**

No special notation will be made on the diploma.

- (6) Special consideration can be given for terminally ill students. Before the student dies, the student and family may be informed of the College's decision to award the degree posthumously. The divisional dean or other appropriate College official(s) may present the college's decision to award the degree in a private gathering as a special gesture to the family and student. At this ceremony the student may receive regalia and a diploma cover. Only after the death will the degree be awarded and the actual diploma prepared and given to the family.

Effective: May 24, 2016

Expires: May 1, 2021

Review Dates: 5/24/16