



# **NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY**

## **SEC. II –ALL-GRADUATION 5.0**

### **AWARDING A POSTHUMOUS DEGREE UNIT POLICY—ACADEMIC AFFAIRS**

#### **I. POLICY STATEMENT**

North Carolina Agricultural and Technical State University may award undergraduate, graduate or doctoral degrees posthumously. The Chancellor has the authority, upon the recommendation of the Provost and Vice Chancellor for Academic Affairs, to award a degree posthumously.

#### **II. PURPOSE**

The purpose of this Policy is to establish a standardized procedure for awarding a degree posthumously.

#### **III. BACKGROUND**

At times, there are students who complete most of their degree requirements, but their untimely death prevents the completion of the degree. The University may wish to honor the student by awarding him/her a degree posthumously upon the approval of the Chancellor. The student being considered for a posthumous degree must be in good academic standing at the time of death.

A certificate of attendance may be awarded posthumously by the Chancellor to a student who has completed at least one year of attendance.

#### **IV. PROCEDURE**

1. The academic department chairperson receives a request, usually from the student's family, for a posthumous degree. The academic department chairperson seeks verification of the student's death, if necessary.
2. The academic department chairperson notifies the Registrar, who updates the student information system and generates a degree audit report. The degree audit report is

forwarded to the academic department chairperson for review to ensure compliance with the posthumous degree policy.

3. The academic department chairperson forwards a recommendation, along with the student's degree audit report to the college/school dean after verifying that the student has met one of the following criteria to be awarded a degree posthumously:
  - a. An undergraduate or master's student in a non-thesis program who was completing the final semester of requirements for the degree at the time of death.
  - b. A master's student who had completed course work required for the degree and was making sufficient progress toward completion of the thesis or project at the time of death.
  - c. A doctoral student who had completed course work required for the degree and was making sufficient progress toward completion of the dissertation at the time of death.
4. The Dean reviews the student's degree audit report and verifies compliance with University requirements governing the awarding of a degree posthumously. The Dean forwards the approved recommendation to the Provost and Vice Chancellor for Academic Affairs.
5. The Provost and Vice Chancellor for Academic Affairs reviews the Dean's recommendation and forwards the approved recommendation to the Chancellor for approval.
6. The Office of the Chancellor notifies the academic Dean and the Registrar of the approval of the degree. The Dean notifies the family of the approval of the degree and arranges for the family to attend the commencement ceremony. The Registrar prepares the diploma for the commencement ceremony.
7. The Registrar updates the student information system to reflect that the student was awarded the degree posthumously without meeting the requirements for the degree.

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Date Original is Effective: Upon approval

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Revised:

Approved by the Board of Trustees