

JACKSONVILLE STATE UNIVERSITY
Manual of Policies and Procedures

POLICY NO.: II.12

DATE: January 2021

REVIEW/REVISION DATES: TBD

SUBJECT: Awarding Posthumous Degrees

APPROVED: Dr. Don C. Killingsworth, Jr., President

PURPOSE

This policy establishes guidelines for awarding a degree posthumously to a student who has died without having fulfilled all the requirements of the degree, insuring recognition for the student while balancing the academic and institutional integrity of the degree.

POLICY

Jacksonville State University will award a degree posthumously to students who are near the completion of all requirements for a degree.

To receive an undergraduate degree posthumously, an active student (enrolled within the past two major terms) must have completed seventy-five percent (75%) towards a degree at JSU, have at least the minimum required GPA for the degree, and have no current disciplinary record on file. The dean of the school, the family of the deceased student, or the administrator of the estate must request the award of a posthumous degree.

In order to receive a graduate degree posthumously, an active student (enrolled within the past two major terms) must have completed at least seventy-five percent (75%) of the degree, have at least the minimum required GPA for the degree, and have no current disciplinary record on file. The dean of the school, the family of the deceased student, or the administrator of the estate must request the award of the posthumous degree.

To receive a doctoral degree posthumously, an active student must have completed all coursework and have been actively working on the dissertation/project requirements. The dean of the school, the family of the deceased student, or the administrator of the estate must request the award of the posthumous degree.

Deceased students receiving the degree posthumously will be listed in the graduation program of the next commencement exercise, with a notation beside the student's name indicating that the degree is being awarded posthumously.

PROCEDURES

The Registrar's Office will be notified in writing of the student's death, by email, fax, or mail. The family or administrator may request the award of the degree posthumously to the dean or to the Registrar's Office. A coordinated effort between the school and the Registrar's Office will determine the student's eligibility. Graduate Studies will assist the school to determine eligibility at the master's, educational specialist, and doctoral degree levels. Once a student is determined eligible for the award, the school will send the Provost and Senior Vice President for Academic Affairs an official request in writing by email, fax, or mail, to award the degree posthumously. With the Provost and Senior Vice President for Academic Affairs' approval, the memo will be forwarded for the President's approval. The President's Office will notify the Provost and Senior Vice President for Academic Affairs, the Registrar's Office, the School, and Graduate Studies, if applicable, of the decision to award the degree.

The Provost and Vice President for Academic Affairs will appoint a representative from the school to serve as the contact for the family/administrator. The family/administrator will be notified of the President's decision. If approved, a private ceremony will be scheduled to award the degree, unless other arrangements are approved by the President.

Any exception to this policy may be made at the discretion of the President.

RESPONSIBILITY

The Provost and Senior Vice President for Academic Affairs is responsible for this policy.

EVALUATION

This policy will be reviewed at least every five (5) years.