

Volume A2 Academics	A2.03.5 Awarding Posthumous Degree	Responsible Office: Academic Affairs
Chapter 03 General	Effective Date: 09/01/14 Last Revised: 04/24/14	Responsible Officer: Provost

POLICY

Undergraduate Students

An undergraduate student may be considered for a posthumous degree if, at the time of death, the student:

- was currently enrolled or actively pursuing the degree,
- was within one semester of completing the course work required for the degree,
- was in good academic and disciplinary standing, and
- had at least a cumulative undergraduate 2.0 GPA.

Graduate Students

A graduate student may be considered for a posthumous degree if, at the time of death, the student:

- was currently enrolled or actively pursuing the degree;
- was within one semester of completing the course work required for the degree, and if a thesis is required for the degree, had completed the thesis to the point it was acceptable for submission;
- was in good academic and disciplinary standing, and;
- had at least a cumulative graduate 3.0 GPA.

PROCEDURES

- 1) Upon learning of the death of a student, the University Registrar will determine the student's eligibility for a posthumous degree. If the student has not applied for graduation, a graduation evaluation will be completed.
- 2) If the student meets the stated criteria for the posthumous degree, the University Registrar will send a written recommendation to the Provost. If the student has not met all of the major requirements, the University Registrar will request a letter from the department chair and college dean(s) indicating whether, or not, they support the request. Both the academic college dean and the graduate dean will be contacted regarding graduate students. The letters from the department chair and college dean(s) will be forwarded to the Provost with the recommendation of the University Registrar.
- 3) The Provost will notify the department chair, college dean(s), and University Registrar. If the posthumous degree has been approved, the academic college dean will contact the student's family to offer the awarding of the degree (diploma).
- 4) If the family desires the awarding of a posthumous degree, the family may choose to accept the diploma on the student's behalf at the Commencement ceremony associated with the term the degree is posted. This decision will be communicated to the University Registrar so that the student's name can be added to the graduation lists and commencement program, if time permits.
- 5) The University Registrar will ensure the ordering of the diploma. The Commencement program (if time allows), the diploma, and the academic transcript will indicate that the degree has been awarded posthumously.
- 6) The University Registrar will inform University Events, Alumni Relations, and Public Relations that a posthumous degree will be awarded during the Commencement ceremony.
- 7) Should the student's family not wish to receive the diploma during the Commencement ceremony, the academic college dean will obtain a name and address of the next-of-kin so that the diploma can be sent to the family unless a private meeting is arranged.
- 8) If the family does not wish for a posthumous degree to be awarded, no degree will be awarded.

CONTACT INFORMATION

Please direct questions or concerns about this policy to:



Contact	Phone	E-Mail
University Registrar	773.442.4029	registrar@neiu.edu

DISCLAIMER

The University reserves the right to modify or amend sections of this policy at any time at its sole discretion. This policy remains in effect until such time as the Responsible Officer calls for review. Requests for exception to any portion of this policy, but not to the policy statement, must be presented in writing to the Responsible Officer.