



## 30.013: Posthumous Recognition Policy

**Responsible Executive:** Vice President for Academic Affairs  
**Responsible Office:** Office of the Vice President for Academic Affairs  
**Related Policy:**  
**Approved-On Date:**  
**Effective Date:**  
**Revision Date:** Fall 2003

### Policy Statement

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.

### Purpose

The purpose of the policy is to identify the circumstances and criteria for extending posthumous recognition.

### Procedures

#### I. Criteria

Upon a request by the student's immediate family or the student's major department and within one year following the death of a student who has been enrolled in a program of study at NSU, the university may award a posthumous degree or certificate of attendance if:

1. The department head of the student's major program of study should present the academic record and recommendation for awarding the degree to the respective school dean.
2. If the dean concurs with the recommendation, he or she forwards the recommendation in writing along with supporting documentation (academic audit, proof of death, etc.) to the Office of the Vice President for Academic Affairs.
3. The Office of the Vice President for Academic Affairs will transmit the file to the Office of the Registrar for review.
  - a. A degree will be recommended if the student:
    - i. Has completed all requirements for the degree
    - ii. Had been enrolled in the courses that, upon successful completion, would have culminated in the awarding of the degree
    - iii. Maintained a minimum 2.00 GPA (Undergraduate) or 3.00 (Graduate)
  - b. A certificate of attendance may be recommended if the above conditions are not satisfied.
4. Once the Registrar confirms the academic data, the request for posthumous recognition is made to the University President by the Vice President of Academic Affairs.
5. 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.

1. 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.
6. 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 parking, seating etc.
7. The deceased student's family member will be permitted to participate, upon timely arrival, in the commencement exercises in which the deceased student would have been eligible to participate.
8. If a diploma is to be issued; the diploma will be mailed to the person legally responsible for managing the deceased student's affairs.