

August 2019

## 5.709 Posthumous Degree Policy

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Type of Policy <input checked="" type="checkbox"/> <b>University</b> <input type="checkbox"/> <b>Campus</b>		<b>Posthumous Degree Policy</b>  <b>Policy 5.709</b>	
<b>Academic Policies</b>		<b>Effective date: July 8, 2019</b>	
<b>Policy History:</b>	<b>Approved by:</b>	<b>Resolution #</b>	<b>Date:</b>
Approved	Chancellor	N/A	July 8, 2019
Revised			
<b>Responsible Office:</b>	<b>Responsible Administrator:</b>	<b>Contact information:</b>	<b>Applies to:</b>
Office of Vice Chancellor of Academic Affairs	Vice Chancellor of Academic Affairs	937-769-1890	All Faculty

## I. Purpose

The purpose of this policy is to define standards and conditions by which to recognize the academic achievement of students whose death prevents the completion of their academic objectives.

## II. Applicability

This policy applies to deceased students in all academic degrees and certificates programs offered by Antioch University at the bachelors, masters, doctoral and professional levels.

## III. Categories of Achievement

**A. Posthumous Degree:** Awarded to a student who at the time of death was currently enrolled, in good academic standing, and had completed 75% of the credits required to complete the degree.

**B. Posthumous Academic Certificate:** Awarded to a student who at the time of death was

currently enrolled, in good academic standing, and had completed 75% of the credits required to complete the academic certificate.

**C. Posthumous Certificate of Achievement:** Awarded to a student who at the time of death had completed fewer than 75% of the credits required for the degree or academic certificate and who has been enrolled at any time within 12 months of the time of death.

#### **IV. Review and Approval Procedures**

**A. Initiation of Review.** Upon notification of the student’s death from any source, the University Registrar initiates a posthumous recognition review.

**B. Update of Record.** The Registrar’s office cancels all current registrations, obtains official confirmation of the death, updates the student’s record to a “deceased” status, and works with all administrative offices to resolve financial and financial aid issues.

**C. Recommendation for Recognition.** The University Registrar provides a copy of the student’s academic record to the student’s academic unit head, and makes a recommendation of whether the student qualifies for a posthumous degree, academic certificate, or a posthumous certificate of achievement.

**D. Academic Unit Head Review.** The academic unit head reviews the student’s academic record and the Registrar’s recommendation. Approval or denial of the recommendation is conveyed to the Registrar.

**E. Family Notification.** If a recognition of achievement is approved, a diploma or certificate is prepared by the Registrar’s office. The family of the deceased student is notified of the recognition.

**F. Inclusion in Commencement Ceremony.** Unless the family declines, the deceased student will be recognized in the next-occurring commencement ceremony for that academic program. The family will receive the final transcript and diploma or certificate, either at the ceremony or through the mail, at the family’s request.

#### **Policy Cross Reference**

Diploma and Academic Certificate Language Guidelines	Policy #5.703
Degree and Certificate Conferral Policy	Policy #5.705