



**THE UNIVERSITY of
NEW ORLEANS**

**ADMINISTERED BY: Office of the Provost
and Senior Vice President for Academic
Affairs**

Policy No: AP-AA-43.1
TITLE: Posthumous Degrees
EFFECTIVE DATE: 10/5/2022
CANCELLATION:
REVIEW DATE: Fall 2025

PURPOSE

To establish the policy and procedures for awarding posthumous degrees and certificates of attendance to recognize the academic achievement of students who have passed away while pursuing a degree at the University of New Orleans.

AUTHORITY

Part Two, Chapter I, Section VI of the Bylaws and Rules of the University of Louisiana System.

OBJECTIVE

To ensure compliance with the University of Louisiana System policy and procedures relating to awarding of special degrees.

DEFINITION

Posthumous Recognition

A posthumous degree is a degree that is awarded to a student after the student's death.
A posthumous certificate of attendance is a certificate awarded to a student after a student's death when the student does not meet the completion requirements for a posthumous degree.

Academic Good Standing

Undergraduate Students: All undergraduate students are expected to maintain a cumulative grade point average (CGPA) of at least 2.0 on all college work attempted and all work attempted at UNO.

Graduate Students: All graduate students are expected to maintain a cumulative grade point average (CGPA) of at least 3.0 on all graduate work attempted and all work attempted at UNO.

Disciplinary Good Standing

The student has not been placed on disciplinary probation, suspension, or expulsion or been denied a degree for academic misconduct.

GENERAL POLICY

A deceased student who did not complete all requirements for their degree at the time of death may be awarded a degree posthumously provided the following conditions are met:

1. The student must have died within 12 months of the last registration,
2. The student was in both academic and disciplinary good standing at the time of death,
3. The student had completed at least 85 percent of the requirements for their degree, and
4. The chair of the department or school of the student's primary degree program approves the awarding of the degree upon recommendation of the departmental faculty.

In cases where it is determined that the student meets conditions 1 and 2, but not 3, a posthumous certificate of attendance may be awarded to recognize the student's progress toward the attainment of a degree if the student has completed at least 25 percent of the requirements for their degree.

PROCEDURE

A formal request for the awarding of a degree or certificate may be initiated by any of the following: a family member, a faculty member, a dean, a provost, or a fellow student. The formal request is made to the Associate Vice President for Student Affairs. If the request is not made by a family member, the family should be contacted and consulted.

For a posthumous degree, the chair of the department or school reviews the student's status, remaining degree requirements, and verifies satisfactory performance in courses or other degree requirements in progress. Upon approval of the departmental or school chair, the college dean will submit to the university registrar a request for degree verification and final approval. The university registrar will record grades of "P" for courses in progress and certify the degree. The posthumous awarding of the degree will be noted on the transcript, in the commencement program, and on the diploma.

For a posthumous certificate, the Associate Vice President for Student Affairs works with the chair of the department or school to review the student's status, remaining degree requirements, and verifies satisfactory performance in courses or other degree requirements in progress. Upon approval of the departmental or school chair, the university registrar records grades of "P" for courses in progress and the Associate Vice President for Student Affairs prepares the certificate. The posthumous awarding of a certificate of attendance will be recorded on the transcript.

The Associate Vice President for Student Affairs will contact the student's family to determine how they wish to receive the posthumous diploma or certificate. The diploma or certificate will be presented or mailed to the family of the deceased student by the appropriate academic officer of the University.

All posthumous degrees will be reported to the University of Louisiana System office as they are awarded.

RESPONSIBILITIES

Chairs

For both posthumous degrees and certificates of attendance, chairs are responsible for reviewing the student's status, remaining degree requirements, and verifying satisfactory performance in courses or other degree requirements in progress.

Deans

For posthumous degrees only, deans are responsible for submitting to the university registrar a request for degree verification and final approval.

Associate Vice President for Student Affairs

Serves as the main point of contact with the student's family.



John W. Nicklow
President
University of New Orleans