



ADMINISTRATIVE POLICY

Posthumous Degree Policy (AE 1)

POLICY STATEMENT

A deceased student who at the time of his/her death was duly enrolled and pursuing a degree at NSC may be awarded a posthumous degree provided the following conditions are met:

1. The student was in good academic and disciplinary standing.
2. The student completed 75 percent of all requirements for his/her degree.
3. The student must have completed at least 50 percent of the College residency requirement.
4. The dean of the school associated with the deceased student's primary major recommended the awarding of the posthumous degree.

In some cases the college, if appropriate, may wish to recognize the attendance and/or contributions of a deceased student who did not meet the above conditions for a degree by awarding a posthumous certificate. This may be a certificate of attendance, participation, or completion of some core element of the student's program.

The reason for the policy is to extend sympathy and compassion to the families of students who pass away close to the completion of their degrees and to recognize the academic achievement of students who would have fulfilled the requirements of the degree, while still maintaining the academic integrity of the program of study and institution.

DEFINITIONS

Degree Requirements: All courses required to complete the degree (core curriculum courses, major courses, and required elective courses/credits).

Good Standing: A student is in good standing when he/she is not on academic warning, probation, or suspension and has not been required to withdraw, dismissed, or expelled from the college for either academic or disciplinary reasons.

Residency Requirement: Minimum upper division credits taken at the college. (Currently at 32 upper division credits)

PROCEDURES

1. A formal request may be initiated if any of the following: a family member, a faculty member, or a fellow student. The request must be submitted to the:
 - a. *Faculty member/Department Chair* – if submitted by a family member or a fellow student;
 - b. *Department Chair* – if submitted by a faculty member

Note: If the request is not made by a family member, the family may only be informed if the nomination has been approved. This process should be kept confidential until and unless approved at all levels.

2. The office of the Dean in the appropriate school will be held responsible for reviewing the student's academic record, confirming with the registrar whether the specific criteria are met, and forwarding the request to the Office of the Provost.
3. If the provost supports the request, the provost will submit a recommendation to the college president for formal approval.
4. If the recommendation is approved by the president,
 - a. The provost will notify the registrar to begin the process for degree posting and commencement proceedings, if applicable.
 - b. The college president will inform the immediate family of the college's decision and desire to recognize their student with this honor. If the family desires to represent the student and receive the diploma at a commencement ceremony, this must be relayed to the registrar for planning.
5. Degrees awarded posthumously will be noted on the commencement program parenthetically noted "Posthumous" within the appropriate school section. On the diploma or certificate, the statement, "awarded posthumously" will be printed. On the transcript, it will be noted that it is a posthumous degree. If the commencement program has been sent to print prior to the approval to award a degree posthumously was made, the name of the student will be printed on next year's commencement program.
6. If the family chooses not to participate in Commencement, this award may still be read during the ceremony (unless explicitly requested otherwise by the family). The student's diploma or certificate will be released or mailed to the person legally authorized to manage the deceased student's affairs.
7. Any fees associated with the administration of the posthumous degree or certificate of attendance shall be waived.

FORMS/INSTRUCTIONS

Route for Approval:

- a. Department Chair --- Dean --- Registrar --- Provost --- President

CONTACTS

UNIT/OFFICE	CONTACT	PHONE	EMAIL
Registrar	Adelfa Sullivan	702-992-2115	Adelfa.Sullivan@nsc.edu

RELATED INFORMATION

HISTORY

First Policy Draft (October 2014)
 Second policy Draft (February 23, 2015)

APPROVAL SIGNATURES PAGE

Joanna Shearer 04/28/15
Faculty Senate (Chair's Signature) Date

C. R. 5/5/15
Office of the Provost (Provost's Signature) Date

[Signature] 5/12/15
Office of the President (President's Signature) Date

*Attach rationale for denial or conditional approval