JACKSONVILLE STATE UNIVERSITY

Manual of Policies and Procedures

POLICY NO.: II.12 **DATE: January 2021**

REVIEW/REVISION DATES: October 2026

SUBJECT: Awarding Posthumous Degrees

APPROVED: Dr. Don C. Killingsworth, Jr., President

PURPOSE

This policy establishes guidelines for awarding a posthumous degree to a student who has died without having fulfilled all the requirements of the degree, ensuring recognition for the student while balancing the academic and institutional integrity of the degree.

POLICY

Jacksonville State University (JSU) will award a posthumous degree to students who are near the completion of all requirements for a degree.

To receive an undergraduate degree posthumously, an active student (enrolled within the past two major terms) must have completed seventy-five percent (75%) towards a degree at JSU, have at least the minimum required GPA for the degree, and have no current disciplinary record on file. The dean of the college, the family of the deceased student, or the administrator of the estate must request the award of a posthumous degree.

To receive a master's or education specialist degree posthumously, an active student (enrolled within the past two major terms) must have completed at least seventy-five percent (75%) of the degree, have at least the minimum required GPA for the degree, and have no current disciplinary record on file. The dean of the college, the family of the deceased student, or the administrator of the estate must request the award of the posthumous degree.

To receive a doctoral degree posthumously, an active student (enrolled within the past two major terms) must have completed all coursework and made sufficient progress on their dissertation, research project, or creative activity (as determined by their committee) to warrant the granting of the degree. The dean of the college, the family of the deceased student, or the administrator of the estate must request the award of the posthumous degree.

Deceased students receiving the degree posthumously will be listed in the graduation program of the next commencement exercise with a notation beside the student’s name indicating that the degree is being awarded posthumously.

PROCEDURES

The Registrar's Office will be notified in writing of the student's death by email or mail. The family or administrator of the estate may request the award of the posthumous degree to the dean or the Registrar's Office. A coordinated effort between the college and the Registrar's Office will determine the student's eligibility. Graduate Studies will assist the college to determine eligibility at the master's, education specialist, and doctoral degree levels. Once a student is determined eligible for the award, the college will send the Provost and Executive Vice President for Academic Affairs an official request in writing by email or mail to award the degree posthumously. With the approval of the Provost and Executive Vice President for Academic Affairs, the memo will be forwarded for the President's approval. The President's Office will notify the Provost and Executive Vice President for Academic Affairs, the Registrar's Office, the college, and Graduate Studies, if applicable, of the decision to award the degree.

The Provost and Executive Vice President for Academic Affairs will appoint a representative from the college to serve as the contact for the family/administrator of the estate. The family/administrator of the estate will be notified of the President's decision. If approved, a private ceremony will be scheduled to award the degree unless other arrangements are approved by the President.

Any exception to this policy may be made at the discretion of the President.

RESPONSIBILITY

The Provost and Executive Vice President for Academic Affairs is responsible for this policy.

EVALUATION

This policy will be reviewed at least every five (5) years.