



# UNIVERSITY OF RICHMOND

## Policy Manual

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<b>Policy #:</b>	ACD-1004	<b>Policy Title:</b>	Posthumous Degree Policy
<b>Effective:</b>	06/01/2019	<b>Responsible Office:</b>	Registrar
<b>Date Approved:</b>	05/18/2019	<b>Approval:</b>	Executive Vice President & Provost
<b>Replaces Policy Dated:</b>	04/22/2013	<b>Responsible University Official:</b>	University Registrar

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### PURPOSE:

This policy outlines the conditions under which a student who is near completion of their degree and passes away before the degree is awarded may be awarded the degree posthumously.

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### SCOPE:

This policy applies to the University of Richmond and all of its Affiliates. As used in this policy, the term “Affiliates” means organizations or entities in which the University owns a controlling interest or has the right to elect the majority of the entity’s governing board.

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### POLICY STATEMENT:

#### *ACD-1004.1 – Policy*

#### **Undergraduate**

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

1. The student was in good standing at the time of death.
2. The student was within 20 credits (6.0 units) of completing all requirements for their degree.
3. The faculty of the school associated with the deceased student’s primary major approves the awarding of the degree upon recommendation of the school dean and after ascertaining that conditions 1 and 2 have been met.

# ACD-1004 – Posthumous Degree Policy

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The graduation program will note the degree was awarded posthumously. The certificate will be presented to the immediate family of the deceased student by an appropriate academic officer of the University.

## **Graduate**

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

1. The student was in good standing at the time of death.
2. The student was enrolled in the final semester of credits necessary to earn their degree or within 9 credits of completing all requirements for their degree.
3. The faculty of the school associated with the deceased student's primary area of study approves the awarding of the degree upon recommendation of the school dean and after ascertaining that conditions 1 and 2 have been met.

### *ACD-1004.2 – Procedure*

After approval by the faculty, the school dean should submit to the University Registrar a request for verification and final approval. The University Registrar will certify the degree at the appropriate time and handle the addition to the commencement documents for the appropriate ceremony.

## **RELATED POLICIES:**

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## **POLICY BACKGROUND:**

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Policy dated January 25, 2006

Revised policy dated April 22, 2013

Current policy reviewed by Deans on January 14, 2019; President's Cabinet on January 28, 2019; and approved by Faculty Senate on April 26, 2019 before approval by Executive Vice President & Provost on May 18, 2019

## **POLICY CONTACTS:**

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University Registrar, Registrar's Office