

**West Chester University
Policy and Procedure for
Granting Posthumous Diplomas**

Date Proposed:	October 29, 2015
Date Recommended by CAPC:	October 29, 2015
Date Approved by the Provost:	November 4, 2015
Effective date:	Fall 2015

I. Introduction:

Regrettably, there are occasions when an enrolled student dies before graduating. Should this occur when a student is very near the completion of their degree, the University may grant a diploma posthumously to the student's family.

II. Policy

A posthumous degree may be granted under the following circumstances:

- a. At the time of their passing, they were an active student in good academic standing.
- b. The student earned at least 90 credits (undergraduate) or 21 credits (graduate) toward their West Chester University degree.
- c. The major department supports the awarding of the posthumous degree.
 1. If supportive, the degree for that major will be awarded.
 2. If not supportive, a Bachelor of Arts in Liberal Studies will be awarded.
- d. No disciplinary actions were pending.
- e. The death was not the result of illegal behavior on the part of the student.

III. Procedure

When the Assistant Provost and Assistant Vice President for Strategic Enrollment Management (AP/AVP) is informed of such a death, he/she will work in coordination with the Vice President for Student Affairs (VPSA) to determine if the student meets the criteria to be considered for the awarding of a posthumous degree. If eligible, the following procedure will be followed.

- a. If the death occurred during the term withdraw period, the student will be withdrawn from all courses.
- b. If the death occurred after the term withdraw period, the Registrar's Office will be directed to contact the respective faculty members to determine if they are willing to assign final grade to the student. This grade will then be posted to the students' record.

If the faculty member feels insufficient course work was completed to warrant awarding of a grade, a withdraw will be posted for those classes.

- c. The AP/AVP will contact the student's major academic department informing it of the student's passing and ask if it is supportive of awarding the posthumous degree.
- d. The AP/AVP will notify the President and Provost of the degree that will be awarded and direct the Registrar's Office to print the appropriate diploma and waive any associated fees.
- e. The diploma is awarded in recognition only and is not transcribed on the student record.
- f. VPSA will contact the family informing them a posthumous degree will be granted by West Chester University. Additionally, the VPSA will discuss with the family if they would like a small, private ceremony to accept the degree or prefer to just have it mailed to them.