**3.20 Posthumous degree and 'in memoriam' certificates.**

**Purpose:** It is the intention of the University of Northern Iowa to recognize those students who have died before receiving their degree and to honor the families of those students. To that end, the university creates this policy on the awarding of posthumous degrees and 'in memoriam' certificates.

**Policy:**

1. Upon notification of the death of a current or recently enrolled student, the Office of the Dean of Students will notify the student's academic department of the students passing.
2. If the student is within 75% of degree completion the academic department head may recommend to the Provost and Executive Vice President for Academic Affairs, the awarding of a posthumous degree. Notification of final action by the Provost will be forwarded to the Office of the University Registrar.
3. If the student is not within 75% of degree completion the academic department head may petition the Provost and Executive Vice President for Academic Affairs for a waiver of the 75% requirement.
4. If the student does not meet the requirements for the posthumous degree, the Office of the Dean of Students may award a certificate of 'in memoriam' to the family. The Office of the University Registrar will prepare this certificate.

**Procedures:**

A. Posthumous degree

1. The Office of the Registrar will prepare a diploma with the official date of graduation for the term in which the posthumous degree is awarded. No special notation will be made on the diploma.
2. The official transcript of the student will note a posthumous degree has been awarded.
3. The Office of the Dean of Students will notify the President, Provost and Dean of respective College of the posthumous degree approval and relevant details prior to the presentation.
4. A presentation of the degree to the family will be arranged by the Office of the Dean of Students in conjunction with the academic department. This presentation ceremony will be in accordance with the wishes of the family. Expenses associated with this presentation will be covered by the Registration Services budget of the Office of the University Registrar.

B. 'In memoriam' certificate

1. The Office of the University Registrar will create an 'in memoriam' certificate and supply this certificate to the Office of the Dean of Students.
2. No notation of this certificate will be placed on the student's permanent academic record.
3. The Office of the Dean of Students will notify the President, Provost and Dean of respective College of the memoriam certificate and relevant details prior to the presentation.
4. It is the discretion of the Office of the Dean of Students as to how and by whom this certificate will be conveyed to the family of the deceased student.

Originated by: The Office of the University Registrar, September, 2016

Updated by: The Office of the University Registrar, June, 2017

Approvals:

Provost and Executive Vice President for Academic Affairs,

President's Cabinet,

President and Executive Management Team,