NUMBER: 1408

TITLE: Posthumous Degree or Certificate of Recognition or Achievement for Terminally Ill and Deceased Students

APPROVED: June 16, 2006; Revised December 7, 2007; Revised September 26, 2013

Posthumous Degree - When a student has completed all degree requirements but dies before graduation, the University may award the degree posthumously.

Certificate of Recognition - In those instances when a student who is close to completing a degree is terminally ill or dies before completing the degree, the University may award a Certificate of Recognition. The following criteria must be met for receiving the Certificate of Recognition. Any exceptions must be approved by the Provost and Vice President for Academic Affairs.

Undergraduate Students

1. The student must have completed at least 90 hours of college credit with at least 30 hours at ODU.
2. The student must have completed 75% of the credit hours required for the major.
3. The student must be in good academic (2.00 GPA) and disciplinary standing.
4. The student must be enrolled at ODU at the time of death or diagnosis of terminal illness.

Graduate Students

1. The student must be degree seeking.
2. The student must have completed at least 75% of the requirements for the degree (for the master's student this will be a minimum of 24 credits; for the doctoral student this will be a minimum of 36 credits).
3. The student must be in good academic (3.00 GPA) and disciplinary standing.
4. The student must be enrolled at ODU at the time of death or diagnosis of terminal illness.

Certificate of Achievement - In those instances when a student is terminally ill or dies before completing the degree but does not qualify for a Certificate of Recognition, the university may award a Certificate of Achievement. The following criteria must be met for receiving the Certificate of Achievement. Any exceptions must be approved by the Provost and Vice President for Academic Affairs.

Undergraduate and Graduate Students

1. The student must be in good academic (2.00 undergraduate/3.00 graduate) and disciplinary standing.
2. The student must have completed the equivalent of two semesters of full-time (24 credits undergraduate/18 credits graduate) at Old Dominion University.
3. The student must have died or been diagnosed with a terminal illness within 12 months of the last registration.

Procedures

Procedures for the award of a posthumous degree, Certificate of Achievement, or Certificate of Recognition are as follows:

1. The University Registrar normally identifies the student for the degree or certificate and contacts the student's academic department to recommend review.
2. After review, the department chair forwards the recommendation for the degree or certificate to the dean (or designee) for approval.
3. On behalf of the faculty, the dean of the appropriate college recommends the award of the degree or certificate.
4. The Provost and Vice President for Academic Affairs ~~president~~ or delegate will communicate with the next of kin.
5. The degree or certificate will be presented only to the next of kin or their delegate.
6. Arrangements for presentation of a posthumous degree or certificate are made by staff from the appropriate college and the Division of Student Engagement and Enrollment Services in consultation with the Office of Academic Affairs and the next of kin or their delegate.