

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 passed away or become permanently incapacitated before receiving their degree and to honor the families of those students. By issuing such an award the University recognises that, but for permanent incapacitation or death, the student would have been expected to have satisfactorily completed their studies. To that end, this policy outlines the awarding of posthumous degrees, extraordinary circumstance degrees, and 'in memoriam' certificates.

Policy Statement

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 student's passing. In the case of permanent incapacitation that renders the student unable to ever complete their academic requirements, the Office of the Dean of Students will determine the validity and notify the student's academic department.
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, who will confirm eligibility with the Office of the Registrar then forward their recommendation to the University President for conferral the-awarding of a posthumous degree. Notification of final action by the President will be forwarded to the Office of the University Registrar.
3. If the student does not meet the requirements for the posthumous or extraordinary circumstances degrees, the Office of the Dean of Students may award a certificate of 'in memoriam' to the family. a certificate of 'in memoriam' may be awarded to the family. The Office of the University Registrar will prepare this certificate.
4. Any exceptions to this policy may be made by the Provost and Executive Vice President for Academic Affairs.

Procedures

1. 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 work with immediate family members, academic department(s), Office of the Registrar, and the Office of the President, as appropriate, to make arrangements for the presentation of the diploma. 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.~~
2. '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 work with immediate family members, academic department(s), Office of the Registrar, and the Office of the President, as appropriate, to make arrangements for the presentation of the certificate.~~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.~~
3. **Extraordinary Circumstances degree**
 1. The Office of the Registrar will prepare a diploma with the official date of graduation for the term in which the extraordinary circumstances degree is awarded. No special notation will be made on the diploma.
 2. The official transcript of the student will note an extraordinary circumstances degree has been awarded.
 3. The Office of the Dean of Students will work with immediate family members, academic department(s), Office of the Registrar, and the Office of the President, as appropriate, to make arrangements for the presentation of the diploma.

The Office of the University Registrar, approved ~~October 26, 2017~~ February 28, 2025
University Council, approved November 27, 2017
President and Executive Management Team, approved December 11, 2017