

UW-WC Administrative Policy 018

Awarding a Posthumous Degree Policy and Procedure

Feb. 6, 2015

Purpose

University of Wisconsin-Washington County desires to provide appropriate recognition of a student's academic achievement when the student's progress would have likely fulfilled the requirements of a degree. This practice establishes standard requirements and procedures for awarding a posthumous degree for those unfortunate occasions when students die during their enrollment at UWWC, and are working toward successful completion of all requirements of the degree being pursued.

Statement

University of Wisconsin-Washington County may award a degree posthumously. The Dean, upon the recommendation of the Collegium, and support of the Associate Dean, may award a degree posthumously to any student who meets the eligibility requirements. The award of associate degree will be made upon approval of the Dean.

Eligibility

To be eligible for the award of a posthumous degree, the student must have met the following condition:

- The student was in good academic and disciplinary standing;
- The request must be received within 12 months of the student's death;
- The student must have been continuously enrolled at the University until the onset of terminal illness, injury or death.

Exceptions to these guidelines may be made when the student's death occurred during or as a result of participation in a college-sponsored activity, or when chronic illness prevented current enrollment. Cases that do not meet the above specific criteria may be considered when extraordinary circumstances prevail.

Procedure

1. An employee of UW-Washington County, or a deceased student's family may request that the degree be awarded posthumously.
2. Before submitting to Collegium, the requestor will confirm with Student Affairs that the deceased student meets eligibility requirements.
3. Student Affairs will review the transcript of the student to determine if the student's overall record merits further consideration and recommendation that the posthumous award be granted.
4. A written recommendation from Student Affairs indicating that the student has met the criteria will be forwarded to the Associate Dean for review. The Associate Dean will recommend the award to Collegium and then the Collegium will make a recommendation to the Dean for final approval.
5. The Dean will notify the Associate Dean, Collegium and Student Affairs of the final decision.
6. Upon approval by the Dean, the person requesting the degree will notify the family of the student of the approval and notify Commencement Planning to invite the family to attend the Spring Commencement ceremony to accept the degree.
7. Student Affairs will prepare the diploma for the commencement ceremony.
8. If the family chooses not to attend the ceremony, the degree will be mailed to the family. Under special circumstances, the degree may be presented to the student's family in an alternative appropriate setting.

The Registrar will update the student's record in the system to reflect that the student was awarded the degree posthumously without meeting the requirements for the degree.

Example: ASSOCIATE OF ARTS & SCIENCE
 DEGREE CONFERRED POSTHUMOUSLY



STUDENT INFORMATION:

NAME OF DECEASED STUDENT:	WILDCAT ID NUMBER:
DEGREE BEING SOUGHT:	
Signature: _____ Date: _____ REQUESTOR	

ELIGIBILITY REQUIREMENTS MET:

Signature: _____ Date: _____ STUDENT AFFAIRS STAFF	
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COLLEGE AUTHORIZATION:

Signature: _____ COLLEGIUM CHAIR	Date: _____
Signature: _____ ASSOCIATE DEAN	Date: _____
Signature: _____ DEAN	Date: _____

Original: Student Record

Copies: Requestor
 Associate Dean
 Dean