

MEMORANDUM

Date: November 28, 2017
To: The Presidents of the Colleges and Deans of the Schools
From: Executive Vice Chancellor and University Provost Vita Rabinowitz
Subject: **Policy for Awarding Posthumous Degree**

This policy establishes guidelines for the process by which a degree may be awarded posthumously in the unfortunate event that a student passes away near the completion of his or her academic program. A deceased student may be considered a candidate for a posthumous degree by the college in which the student was enrolled at or prior to his or her death, and when minimum academic degree requirements have been verified. Latin honors are not awarded on posthumous degrees.

Posthumous degrees may be awarded at any career level (Undergraduate, Graduate, or Professional). General requirements for posthumous degrees:

- the college must verify that the student is deceased, usually by obtaining a death certificate from the family,
- the student must have been enrolled in any term within one year of the degree date,
- the student must have been in good academic standing,
- the student must have had no disciplinary sanctions pending,
- the death must not have been the result of illegal behavior on the part of the student.
- Requirements for specific degrees by level follow:
 - **Associate degree students:** A posthumous degree may be awarded to a deceased student who has met the general requirements above and who has completed a minimum of 45 credits.
 - **Baccalaureate degree students:** A posthumous degree may be awarded to a deceased student who has met the general requirements above and who has achieved senior standing (a minimum of 90 credits earned).
 - **Graduate/Professional degree students:** A graduate nominee must have substantially completed the requirements for the degree
 - **Doctoral degree students:** To award a posthumous doctoral degree, the student must have been admitted to candidacy and made tangible progress toward completion of approved research.
- The President and/or Provost may consider cases that do not meet the above criteria when extraordinary circumstances prevail

Visit <http://www2.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/student-affairs/policies/StudentDeathProtocol.pdf> for more information on Recommended Protocol on Responding to the Death of a Student.

Please contact University Executive Registrar Vivek Upadhyay at Vivek.Upadhyay@cuny.edu if there are any questions about this memorandum and the procedures.

Cc: Chancellor James B. Milliken
Chancellor's Cabinet
University Executive Registrar Vivek Upadhyay
University Executive Director of Enrollment Strategy and Management Clare Norton
University Associate Provost for Academic Affairs David Crook
University Office of Student Financial Aid
Office of the University Controller
The Chief Academic Officers of the Colleges
The Vice Presidents of the Colleges
The College Registrars
The College Directors of Student Financial Aid
The College Bursars