

Academic Affairs/Registrar
15.4450 Posthumous Degree Policy





Upon request, a certificate of attendance is available to the family of any student who had been enrolled at Alvernia at the time of their death and who do not meet the above criteria

A formal request for the awarding of the degree or certificate may be initiated by any of the following: a family member, a faculty member, a Department Chair, Dean, or Provost, or a fellow student. If the request is not made by a family member, the family should be contacted, if possible, and consulted about the possible award.

Requests for posthumous recognition must be initiated within 5 years of the date of death. The decision will be communicated to the requester within sixty days of the request. According to the preference of the family, recognition will occur either by the end of the academic year in which the request is made or the end of the academic year in which the student would have been expected to graduate.

The posthumous nature of the degree will be indicated on the diploma and on the student's official transcript. When a posthumous certificate is awarded, the Registrar's Office provides the certificate in accordance with Alvernia University's approved format. The student's diploma or certificate will be sent to the Office of the Provost to be released or mailed to the person legally authorized to manage the deceased student's affairs. Normally, any fees associated with the administration of these posthumous recognitions will be waived.

Posthumous degrees will be noted in the next commencement program, and the family of the deceased will be invited to have a designee receive their student's diploma on stage if they so desire. Certificates of progress or certificates of attendance will not be publicly announced. At the will of the family, all posthumous recognitions can be picked up in person at a scheduled meeting with the University President or designee, or can be mailed to the family.

Exceptions to this policy must be requested in writing by filling out the Policy and Procedure Exception form (linked below) and submitting to the individual named in the Responsibilities section who assists with reviewing exceptions to this policy.



This section contains any forms or exhibits referenced by this policy.

- < [Policy and Procedure Exception Form](#)
- < [Form for Request of Posthumous Recognition of an Alvernia student](#)

Date Reviewed	Description of Changes
8/07/2023	Initial Draft
8/17/2023	SLT Approval