

**3356-10-04 Degrees.**

- (A) Policy statement. The board of trustees awards degrees to students who are recommended by the respective dean as having fulfilled the requirements established by the faculty.
- (B) Parameters.
- (1) Official diplomas are signed by the chairperson and secretary of the board of trustees and by the president and provost/vice president for academic affairs of the university.
  - (2) The seal of the university is affixed to all diplomas.
  - (3) The office of records is responsible for the development of the listing of graduates appearing in the commencement program and for ordering the diplomas awarded.
- (C) Procedures.
- (1) Students shall complete all appropriate materials in the semester in which they plan to graduate.
  - (2) The office of university scholars and honors forwards to the office of records the names of the candidates for scholars and honors diplomas.
  - (3) Degree completion requirements are verified by the appropriate department chairpersons and deans, and the information is then forwarded to the office of records.
  - (4) Diplomas will be awarded only to those candidates who have met all academic requirements and financial obligations of the university. (See, however, posthumous degrees.)
- (D) Posthumous degrees.
- (1) A deceased student who was enrolled in an undergraduate, graduate or doctoral degree program at the university at the time of his/her death may be recommended for a posthumous degree by a faculty member, department chairperson, or dean of the

appropriate college or academic unit. A recommendation must be in writing and proceed, respectively, for approval as follows: faculty member to chairperson, chairperson to dean, dean to provost and vice president of academic affairs. The provost and vice president of academic affairs will notify the registrar if the recommendation is approved.

- (2) In order for a posthumous degree to be awarded, a student must be in good academic standing and have substantially completed the applicable degree requirements. Substantial completion means:
  - (a) For undergraduate degrees and master degrees without a thesis requirement, the student must be within one semester of completing all coursework and degree requirements.
  - (b) For doctoral programs and master degree programs with a thesis requirement, the student must be within one semester of completing all coursework and degree requirements, and the student must have completed a full draft of his/her thesis to the satisfaction of his/her thesis chairperson.
- (3) If approved, the appropriate dean will notify the immediate family of the student who may choose to have the diploma presented at commencement or in a private ceremony. If the diploma will be presented at commencement, it will occur at the next feasible commencement.
- (4) Diplomas for posthumous degrees will be identified as “Awarded Posthumously.”

Replaces: 3356:1-11-05

Effective: 08/21/2010

CERTIFIED ELECTRONICALLY

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Certification

03/13/2015

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Date

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