



California Institute of Integral Studies

Protocol for Awarding a Posthumous Degree (revised 9/18/2014)

Rationale

In recognition of the sense of loss that our community feels when a student dies, CIIS affords the opportunity for an advanced student's life and work to be acknowledged and celebrated by the awarding of a posthumous degree. The following protocol is designed to allow such an award.

Criteria

- In recognition that faculty recommend academic actions and are most familiar with student scholarship, the nomination to award a posthumous degree must originate from at least one faculty member who is familiar enough with the nominee's work to vouch for its equivalency with the desired degree.
- An undergraduate nominee must have substantially completed the requirements for the degree.
 - If some coursework remains incomplete, the nominator may make a professional judgment regarding work, community, or other curricular or extracurricular experiences that appropriately substitute for any remaining academic work.
- A graduate nominee must have substantially completed the requirements for the degree, including capstone courses and the thesis or dissertation.
 - To award a posthumous master's degree, the nominee should have completed or been in the final semester of all course work, including capstone courses and thesis writing.

- To award a posthumous doctoral degree, the student must have successfully defended the dissertation and have had it approved in final form.
- The Academic Vice President may consider cases that do not meet the above criteria when extraordinary circumstances prevail.

Process

1. The faculty nominator sends the request and statement of justification to the Academic Vice President (AVP).
2. If the nominator is not the chair of the student's home academic program, the AVP requests that the chair review the nominee's records to ascertain whether the required criteria are satisfied.
3. If the program chair verifies that the criteria are met, the AVP requests the Registrar to check the official student file to ascertain whether the required criteria are satisfied. Once verification is made, the Registrar posts the degree conferral, orders the printing of the diploma, and notifies the Dean of Students Office for inclusion of the recipient's name in the Commencement program. The program notation will include ("Posthumous") after the student's name.
4. The degree is awarded at the annual Commencement ceremony. A family member, friend, fellow student, or Institute official may be designated as the appropriate person to step forward and receive the diploma cover when the recipient's name is announced during the Commencement ceremony.