Enrollment Management Subcommittee Meeting
Wednesday, April 10th, 2013
Room 103 Sampson 3:30 p.m.

Committee Members:
Tracy Wiggins (ARTS)
Lisa Mitchell (EDUC)
Melinda Rosenberg (LETT; subcommittee chair 2012-2013)
Rachel Smith (NS&M)
James W. Robinson (SB&S)
Sharon Kissick (Registrar)
Jenelle Handcox (Director of Financial Aid)
Student Government Representative

Agenda

1. Call to Order
2. Introduction of Members and Guests
3. Approval of Agenda
4. Approval of Meeting Minutes from February 13, 2013
5. Report from the Chair, Dr. Rosenberg
6. Reports From Administrators
7. New Business
   a. Posthumous Degree Policy (Appendix A)
   b. Change in Number of Transfer Hours
   c. Online Class Withdrawal Policy
8. Old Business
9. Announcements
10. Adjournment
Appendix A

Policy on Posthumous Degrees

The University of North Carolina at Pembroke

Draft 03.20.13

1.0 Under certain conditions, the University of North Carolina at Pembroke may consider awarding a posthumous degree to an eligible, deceased student who was enrolled at the University of North Carolina at Pembroke at the time of or prior to his or her death.

1.1 An “eligible student” for the purpose of this policy is one who was enrolled in the university for at least two semesters prior to his or her death; who maintained good academic and disciplinary standing at the time of death; and who had completed no less than 75 percent of the hours required for the undergraduate or graduate degree at the time of death.

1.2 Request for a posthumous degree will take the form of a written petition, sent within six months of the date of death, from the chair of the student’s major department to the dean. The request must certify that the faculty of the department have voted to endorse conferral of the degree.

1.2.a. The dean will certify that all eligibility criteria are met and will forward the request to the provost along with his or her recommendation regarding issuance of the posthumous degree.

1.2.b. If the provost approves the recommendation, he or she will direct the Office of the Registrar to prepare the posthumous degree and will notify the family that the degree has been authorized.

1.3 A posthumous degree approved under this policy will be prepared and presented as a Degree in Memoriam reflecting the program of study the student was pursuing at the time of his or her death.

1.3.a. The printed graduation program will note that the degree was awarded posthumously.

1.3.b. The Vice Chancellor for Student Affairs will contact the deceased student’s family to discuss and determine the most appropriate option for delivery of the diploma.

1.4 If a student is not eligible for or is not approved for a posthumous degree, a posthumous Certificate of Recognition acknowledging the student’s progress toward the attainment of a degree may be awarded. The certificate will be signed by the provost and chancellor.

Rationale:

This proposed policy is designed to provide a mechanism with which to recognize the academic achievements and contributions of UNCP students who die prior to completing degree requirements. UNCP currently has no policy on the issuance of posthumous degrees. In the past, requests for posthumous degrees have been handled on a case by case basis with no eligibility guidelines or decision rules.

As written, the policy gives primary responsibility for initiating requests for posthumous recognition to the faculty of the deceased student’s major department. The decision guidelines are designed to balance the conferral of a degree in memoriam with appropriate attention to academic and institutional integrity.