

## THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

### POSTHUMOUS GRADING OR WITHDRAWAL OPTIONS

<b><u>Number</u></b>	02.01.15
<b><u>Division</u></b>	Academic Affairs
<b><u>Date</u></b>	December, 2006, Reviewed October 25, 2021
<b><u>Purpose</u></b>	The purpose of this policy is to establish a process to assign grades and/or withdraw a student from classes when an enrolled student dies during the semester.
<b><u>Policy</u></b>	Occasionally we must deal with a tragedy of having a student die during the course of a semester. It is important that the university deal with this issue in a sensitive manner and not offend the deceased student's family. This policy establishes a process to assign grades and withdraw a student from classes when an enrolled student dies during a semester. When an enrolled student dies during a semester Student Affairs will take the following steps. If someone other than Student Affairs is notified of a student's death during the semester, they should immediately notify the Office of the Dean of Students and Student Affairs will then follow the process.
<b><u>Procedures</u></b>	<ol style="list-style-type: none"><li>1. Notify the Provost</li><li>2. Notify the Registrar</li><li>3. Notify the Dean of the College in which the student has declared a major</li><li>4. Notify the Chair of the Department in which the student's major resides</li><li>5. Notify each faculty member responsible for any course in which the student is enrolled that semester.</li></ol> <p>If enough time has passed in the semester and the faculty member has enough information to give a grade, then they may exercise the option of assigning a grade of A, B, C, or P for the student. If it is too early in the semester to assign a grade or the faculty member does not wish to exercise the option of assigning a grade, then the faculty member and the department chair should send a written request to the Office of the Provost for the student to be given a posthumous withdrawal.</p>
<b><u>Review</u></b>	Academic Affairs will review the policy every five years or sooner as needed.