

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

POSTHUMOUS GRADING OR WITHDRAWAL OPTIONS

Number 02.01.15

Division Academic Affairs

Date December, 2006

Purpose 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.

Policy 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 else is notified of a student's death during the semester, they should immediately notify Student Affairs and Student Affairs will then follow the process.

Procedures

1. Notify the Provost
2. Notify the Registrar
3. Notify the Dean of the College in which the student has declared a major
4. Notify the Chair of the Department in which the student's major resides
5. Notify each faculty member responsible for any course in which the student is enrolled that semester.

If enough time has passed in the semester and the faculty member has enough information to give a grade, then she/he 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 grades or the faculty member does not wish to exercise the option of assigning a grade, then the student will be given a posthumous withdrawal from such courses by action of the Provost.

Review Academic Affairs will review the policy every five years or sooner as needed.

Approval

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APPROVED:

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