



RESOLUTION TO MODIFY DEGREES POLICY, 3356-10-04

WHEREAS, University Policies are being reviewed and reconceptualized on an ongoing basis; and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy stated above and attached

**Board of Trustees Meeting
December 12, 2024
YR 2025-18**

3356-10-04 Degrees.

Responsible Division/Office: Office of the Academic Affairs
Responsible Officer: Provost and VP for Academic Affairs
Revision History: October 1997; December 2009; September 2014;
September 2019; December 2024
Board Committee: Academic Excellence and Student Success
Effective Date: December 12, 2024
Next Review: 2029

- (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 of the board of trustees and by the president.
 - (2) The seal of the university is affixed to all diplomas.
 - (3) The office of the registrar 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 apply to graduate by completing all steps as required by the university. Some of the steps must be initiated prior to the semester in which the student intends to graduate.
 - (2) The honors college forwards to the office of the registrar the names of the candidates for honors diplomas.
 - (3) Degree completion requirements are verified by the appropriate designated college representative, and the information is then forwarded to the office of the registrar.

- (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 and certificates of achievement.
- (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 eligible for a posthumous degree or certificate of achievement. The dean of students will initiate the process. The provost and vice president of academic affairs, or their designee, 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. The family may choose to receive the diploma or certificate of achievement. The diploma may be presented at commencement or in a private ceremony. If the diploma will be presented at commencement, it will occur at the next feasible commencement. Certificates of achievement are mailed to the appropriate representative.
 - (4) Diplomas for posthumous degrees, as well as other appropriate university records, will be identified as “Awarded Posthumously.”