[Reviewed with no changes: May 20, 2015]

Angelo State University
Operating Policy and Procedure

OP 10.20: **Awarding Posthumous Degrees**

DATE: May 20, 2015

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to identify the circumstances and criteria for granting a posthumous degree.

REVIEW: This OP will be reviewed in May every three years, or as needed, by the Office of the Provost with recommended revisions forwarded through the provost and vice president for academic affairs to the president by June 1.

POLICY/PROCEDURE

1. General Statement

Angelo State University may award posthumous degrees recognizing the meritorious but incomplete work of a deceased student.

2. Requirements

a. A posthumous degree may be awarded when a student death occurs in the final two semesters of the senior year and the student is in good academic and financial standing with the university.

b. Exceptions to this requirement may be made upon the recommendation of the dean.

3. Procedure

a. Any interested party may initiate consideration of awarding the degree by contacting the dean of the college in which the deceased student's program resides. The dean (or designee) will conduct a thorough review of the deceased student's progress toward his/her degree.

b. The dean forwards a recommendation to the provost with a statement of support or denial.

c. If the provost concurs, the recommendation will be submitted to the president for final approval.

d. If the president approves, the degree will be awarded, and the dean and the registrar will be notified. The registrar will produce a diploma (with proper notation) and will apply the appropriate degree remarks to the student's transcript.

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4. Recognition

a. Family notification

(1) No notification to the family will occur until the president officially approves the awarding of the degree.

(2) The provost will officially notify the family that a posthumous degree has been approved and when it will be conferred. The provost will work with the family to determine if family members wish to come to campus for commencement activities. If not, arrangements will be made for delivery or presentation of the diploma to the family.

(3) The family is under no obligation to accept the posthumous degree and may decline the offer of the university. In such a case, no degree will be awarded.

b. Commencement

(1) Names of all recipients of posthumous degrees will be listed with a notation in a separate section of the commencement program.

(2) Special recognition of these students will be made by the president immediately prior to the individual recognition of all degree candidates present at the ceremony.

(3) Family members who choose to attend commencement activities will be provided reserved seating, and the president will note their presence as he or she recognizes the posthumous degree recipients.

(4) The diploma will be mailed in the same manner as all other diplomas.