

**MEMORANDUM**

**DATE:** February 15, 2017  
**TO:** Deans, Department Chairpersons, and School Directors  
**FROM:** Gary Perry, Provost and  
Vice President for Academic Affairs  
**SUBJECT:** **Awarding of Posthumous Degrees (Revised)**



**Policy**

Florida Atlantic University may award a posthumous baccalaureate, masters, doctoral or medical degree to a student who was in good standing at the University at the time of his or her death and who had completed substantive requirements for the degree.

A student who dies while actively pursuing an undergraduate degree may be considered for a posthumous undergraduate degree if he or she was in good academic standing at the time of death and was within the last 30 hours of course work.

A student who dies while actively pursuing a master's degree may be considered for a posthumous master's degree if he or she was in good academic standing at the time of death and was at the thesis level or, for a non-thesis student, was within the last 15 credit hours of course work.

A student who dies while actively pursuing a doctoral degree may be considered for a posthumous doctoral degree if he or she was in good academic standing at the time of death and was at the dissertation level or, if a non-dissertation degree student, was within the last 15 credit hours of course work.

A student who dies while actively pursuing a medical degree may be considered for a posthumous medical degree if he or she was a fourth-year medical student in good academic standing at the time of death.

## **Procedures**

As indicated in the applicable Deceased Student University Notification and Action Protocol, the Dean of the college initiates the request to award a posthumous degree if criteria are met. The Dean writes a letter of support to the Provost, indicating the student's proximity to completion of the degree.

Upon approval of the Provost, the Provost's Office forwards the approved request to both the President's Office and the Office of the Registrar for further action. The Dean of the college is advised of the Provost's recommendation.

The family should not be notified until the awarding of the degree has been officially approved by the Provost. The Office of the Registrar will make the necessary preparations to have the degree available, and work with the college Dean's office to contact the student's family, confirm the selected commencement ceremony, and make arrangements for the family to attend the ceremony and receive the diploma, if appropriate.

The Director of Presidential Communications will be advised of the identity of the person receiving the posthumous degree along with some information about the student's accomplishments at FAU in order to write the presentation into the President's commencement remarks.

Cc: Michele Hawkins, Vice Provost  
Paul Hart, Associate Provost, Planning and Budget  
Amy Haycock, Director, Presidential Communications  
Brian Hodge, University Registrar