



Awarding Degrees Posthumously

Policy Number	4-404.1
Responsible Authority	Provost and Vice President for Academic Affairs
Initiating Authority	Provost and Vice President for Academic Affairs
Effective Date	1/06/2020
Date of Origin	1/30/2007

APPLICABILITY/ACCOUNTABILITY

This policy applies to all degree-granting colleges and units.

POLICY STATEMENT

The University of Central Florida seeks to provide the families of deceased students a meaningful symbol that reflects the achievement and legacy of the student and, at the same time, upholds academic and institutional integrity. To meet that end, UCF may award a *Posthumous Degree* or an *In Memoriam Degree*.

Conferring Posthumous Degrees

A *Posthumous Degree* recognizes academic work completed by a student who has made progress toward completion of a degree. The *Posthumous Degree* is a regular UCF degree and is reported to the Board of Governors but awarded posthumously.

A student who dies while actively pursuing an **undergraduate degree** may be considered for a posthumous undergraduate degree if he or she is in good academic standing at the time of death, has a 2.0 grade point average or better, and has completed 75% of the requirements for the degree.

A student who dies while actively pursuing a **graduate degree** may be considered for a posthumous graduate degree if he or she is in good academic standing at the time of death and has a 3.0 grade point average or better in the program of study. Further, a graduate nominee must have substantially completed the requirements for the degree, including capstone or research projects such as thesis or dissertation.

- To award a posthumous doctoral degree, the student must have been admitted to candidacy and made tangible progress toward completion of approved research. For example, the nominee should have produced a dissertation in at least draft form or some other product that was acceptable to the student's advisory committee as indicating the expected mastery of material and independent capability in research.
- To award a posthumous specialist or master's degree, the nominee should have completed or been in the final semester of all course work, including thesis or other capstone experience hours.

Conferring In Memoriam Degrees

An *In Memoriam Degree* allows for the recognition of a student's connection to the University of Central Florida regardless of their progress toward completion of degree requirements. The *In Memoriam Degree* is not reported to the Board of Governors. The resulting document is similar to a diploma, is signed by the Provost and the Dean of the deceased student's college and is issued by the University Registrar. Undergraduate, graduate, and professional students who were registered in a degree program at the time of their death are eligible for *In Memoriam Degree*, regardless of the likelihood of completing all requirements for the degree program. The University may choose to recognize other individuals in special circumstances.


PROCEDURES

The department, school, or college that receives notification of a student's death should notify the Registrar's Office. If a *Posthumous Degree* or an *In Memoriam Degree* should be considered, then the appropriate form will be completed by the Department. The form will route through the Department, School and/or College, Undergraduate or Graduate college, Faculty Senate Commencements, Convocations, and Recognitions Committee, Provost and President. If approved, the Registrar's Office will prepare the diploma and the Undergraduate or Graduate college will coordinate the notification of UCF stakeholders. Notification of the deceased student's family will be coordinated by the most appropriate UCF office (to be determined on an individual basis).

POLICY APPROVAL
(For use by the Office of the President)

Policy Number: 4-404.1

Initiating Authority:  Date: 12-19-19

University Policies and
Procedures Committee Chair:  Date: 12/19/19

President or Designee:  Date: 1/6/20

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