

**PRAIRIE VIEW A&M UNIVERSITY
UNIVERSITY ADMINISTRATIVE PROCEDURE**



11.08.99.P0.01 Award of Posthumous Degrees

Approved August 15, 2016

Next Scheduled Review: August 2021

UAP Purpose

The purpose of this University Administrative Procedure (UAP) is to provide additional information regarding the criteria for posthumous degrees and guidance on the process for awarding the degrees. This UAP supplements System Policy [11.08 Award of Posthumous Degrees](#) and University Rule [11.08.99.P1 Award of Posthumous Degrees](#).

Official Procedures and Responsibilities

1. CRITERIA FOR AWARDING POSTHUMOUS DEGREES

1.1 Undergraduate Degrees

- 1.1.1 The student must have been enrolled in the semester in which the degree would have been conferred. In the case of summer graduation, enrollment in the first summer term would meet this requirement. If the student lacked only one summer term to complete his/her degree but was not enrolled during the first term, anticipated enrollment during the second term would be taken as fulfilling the enrollment requirement.
- 1.1.2 In any case, the degree requirements would have to have been completed during the semester in which the student's death occurred.
- 1.1.3 The student's grade point average must be a minimum of a two on a four point scale.
- 1.1.4 The degree must be recommended by the department head and dean of the college in the student's major.

1.2 Graduate Degrees

- 1.2.1 Enrollment requirements would be the same as set forth in Section 1.1.1 above unless the student was writing a thesis or dissertation or had an internship or practicum to complete at the conclusion of all coursework.
- 1.2.2 If the student were writing a thesis, all course work must have been completed satisfactorily. Substantial progress toward the completion of the thesis should have been made.

- 1.2.3 If the student were writing a dissertation, all course work must have been completed satisfactorily. Substantial progress toward the completion of the dissertation should have been made and there was a reasonable expectation that the degree would have been conferred by the end of the semester following the semester in which the student died.
 - 1.2.4 In the case of a culminating internship or practicum, the student must have been enrolled in the internship or practicum or in the last semester of coursework preceding the internship or practicum.
 - 1.2.5 The student must have a grade point average of three on a four point scale for their graduate work.
 - 1.2.6 The degree must be recommended by the chair of the student's advisory committee and contain a positive recommendation from the student's academic department. The student's advisory committee must certify that it believes that all requirements for the degree would have been completed by the anticipated graduation date except for the untimely death of the student. The award request must be approved by the department head and dean of the college in the student's major field. In addition, the graduate committee and the graduate dean must recommend the degree.
- 1.3 Any exceptional cases deviating from the requirements for the awarding of posthumous degrees will be referred to the Provost and Senior Vice President for Academic Affairs (Provost) for review and recommendation to the President.

2. PROCESS FOR AWARDING POSTHUMOUS DEGREES

- 2.1 Undergraduate Degrees
 - 2.1.1 The academic department of the student's major with the department head's concurrence should present the academic record and recommendation to award the posthumous degree to the college's dean. The dean will review the recommendation and forward the recommendation and supporting documentation (graduation audit and proof of the student's demise) directly to the Office for Academic Affairs.
 - 2.1.2 The Provost will review the file, including all certifications, and will make a recommendation to the President either to award or not to award the degree posthumously.
 - 2.1.3 The President will review the file and approve or disapprove awarding of the posthumous degree. The decision will be communicated to the deceased student's dean and to the Office of the Registrar through the Provost or his/her designee.
 - 2.1.5 Upon approval, degrees awarded posthumously will be noted on the commencement program and a member of the deceased student's family will be permitted to participate in the commencement ceremony in which the deceased student would have participated.

2.2 Graduate Degrees

- 2.2.1 The academic department of the student's major with the department head's concurrence should present the academic record and recommendation to award the posthumous degree to the college's dean. The dean will review the recommendation and forward the recommendation and supporting documentation (graduation audit and proof of the student's demise) directly to the Office of the Dean of Graduate Studies.
 - 2.2.2 The Dean of Graduate Studies will review and make the recommendation to award or not to award the posthumous degree to the Provost.
 - 2.2.3 The Provost will review the file, including all certifications and will make a recommendation to the President either to award or not to award the degree posthumously.
 - 2.2.4 The President will review the file and approve or disapprove awarding of the posthumous degree. The decision will be communicated to the Office of the Dean of Graduate Studies and the Office of the Registrar through the Provost or his/her designee.
- 2.3 Upon approval, degrees awarded posthumously will be noted on the commencement program and a member of the deceased student's family will be permitted to participate in the commencement ceremony in which the deceased student would have participated.

Related Statutes, Policies, Regulations and Rules

[System Policy 11.08 Award of Posthumous Degrees](#)

[University Rule 11.08.99.P1 Award of Posthumous Degrees](#)

Contact Office

Office for Academic Affairs 936-261-2175
