

UNIVERSITY OF WISCONSIN – SUPERIOR

Policy Subject: **Posthumous Degree (awarding of) (number AP0401)**
Cabinet Division: **Provost's Office (Administration)**
Date Created: 09/16/03 (approved by Faculty Senate) & 3/28/04 (approved by the Chancellor)

I. Background and Purpose

1.1 This policy defines when and how deceased students are awarded a posthumous degree.

II. Constraints

2.1 Notifying family members and getting a commitment from a family member to attend Commencement.

III. Definitions

3.1 See below.

IV. Policy Statements

- 4.1 This policy is not automatic, a request for a posthumous degree must be initiated by someone close to the deceased student
- 4.2 A request for a posthumous degree is initiated by a person, or persons associated with the deceased to the Registrar.
- 4.2.1 This is usually a family member, but the academic department of the student can initiate it in accordance to the wishes/support of the family.
- 4.3 The deceased student must have completed at least 7/8 of the degree requirements of his/her major.
- 4.3.1 If the deceased student was not close to meeting graduation requirements, the academic department may recommend that a "Certificate of Accomplishment" or other similar acknowledgement be issued.
- 4.3.2 The request must be approved by the academic department and the Provost.
- 4.3.3 The Registrar may also suggest a posthumous Associate degree, if the deceased had completed 7/8 of an Associate degree.
- 4.4 If the posthumous degree is approved, the Provost communicates the decision, along with any necessary waivers of special instructions to the Registrar so that appropriate recognition may take place.
- 4.4.1 The Registrar shall then notify the Assistant Dean of Students, who is responsible for Commencement Exercises.
- 4.4.2 The Assistant Dean of Students contacts the deceased student's family to inquire if a family member wishes to attend Commencement Exercises.
- 4.5 Special notice may include (but not limited to), notation on the Commencement Program, and/or a letter from the Chancellor to the family of the deceased student.
- 4.6 The Registrar shall note, but not post, the degree to the transcript, with an appropriate narration that the degree was awarded posthumously.
- 4.6.1 The Registrar shall order a diploma and provide the diploma to the Assistant Dean of Students.
- 4.6.2 The Assistant Dean of Students shall mail the diploma to the deceased student's family.
- 4.7. The Registrar shall ensure that grades of W (or withdrawn status) is entered for all courses the deceased was enrolled in at the time of his/her death.

V. Policy Procedures

5.1 See above

VI. Compliance

- 6.1 Approved by Faculty Senate (9/16/03) and approved by the Chancellor (3/28/04)
- 6.2 No Consequences
- 6.3 If the Provost grants a posthumous degree, sh/e reports this decision to the Registrar who reports it to the Assistant Dean of Students.

VII. Attachments

7.1 None