DATE OF INITIAL ADOPTION AND EFFECTIVE DATE: 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 is within at least 15 semester hours or the final term of completion of all 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, and if:

- 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.
- the non-thesis student is within the last 6 semester hours or last semester (whichever is deemed more appropriate by the graduate program) and has completed graduate course work satisfactorily to that point
- the specialist student is within the last 9 semester hours or last semester (whichever is deemed more appropriate by the graduate program) and has completed graduate course work satisfactorily to that point
- the master’s degree thesis option or doctoral degree student is within a semester of finishing the thesis or dissertation as recommended by the thesis or dissertation advisory committee and has completed graduate course work satisfactorily to that point

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, without regard 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 should 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) and a request that the undergraduate or graduate degree be awarded posthumously should complete and route for approvals the appropriate form for a degree to be awarded posthumously (see FORMS section).

**FORMS**

Request for Undergraduate Posthumous Degree
http://provost.ucf.edu/files/2012/03/UG-STDY-Posthumous-degree-Form.pdf

Posthumous Graduate Degree form
http://www.graduatestudies.ucf.edu/forms/files/

**INITIATING AUTHORITY** Provost and Executive Vice President for Academic Affairs

History: 4-404 1/30/2007