

## **Degrees Awarded Posthumously - Process**

Colorado State University recognizes the profound loss for the family, friends, and the University community when a student dies while enrolled at the University. Awarding a degree posthumously allows for the acknowledgement and celebration of the student's academic commitment prior to his or her untimely death, and may provide solace for a grieving community. This honor is reserved for only those deceased students who meet the following requirements:

### **For Undergraduate Students:**

#### **Requirements:**

Awarding a bachelor's degree posthumously will be considered for Colorado State University undergraduate students:

- who were scheduled to graduate either in the semester of his/her death or the next semester (e.g., scheduled to graduate in May and died in the fall);
- are in good academic standing both overall and in the courses in which they are currently enrolled;
- and have the support of the department and college.

#### **Process:**

1. If the Department wishes to pursue a request to grant a posthumous degree, the Department Chair must forward a documentation packet and letter of support (noting any contact to date with the family regarding this request) to the Dean of the College. The documentation packet must include:
  - a. a copy of the graduation checklist,
  - b. the names of all current instructors for courses of record for the student's final semester, and
  - c. a copy of the student's transcript.
2. The Dean will present his/her recommendation to the Vice Provost for Undergraduate Affairs prior to the February Board of Governors meeting for Spring Semester awards and the October Board of Governors meeting for Fall Semester awards.
3. Upon approval by the Vice Provost for Undergraduate Affairs, the request will be forwarded to the President through the Provost/Executive Vice President.
4. Following the President's approval, the request is submitted to the Board of Governors to grant or deny the posthumous degree. The Provost/Executive Vice President's Office is responsible for drafting and submitting the Board of Governors agenda item.
5. The Executive Assistant to the Provost/Executive Vice President is responsible for notifying the Vice Provost for Undergraduate Affairs, the Dean of the student's College, and the requesting Department of the Board of Governors' decision.
6. After the posthumous degree has been approved by the Board of Governors, the Department Chair (or his/her representative) will contact the family to make arrangements for presenting the diploma. The diploma will include the statement *Awarded Posthumously* and the student's transcript will note that the degree was conferred posthumously.
7. After the posthumous degree has been approved by the Board of Governors, the Department Chair (or his/her representative) will complete the Posthumous Degree Approval Form.
8. If at any time during this review process the request is denied, the Department Chair of the student's major will be notified by the denying party (in the case of a BOG denial, the Executive Assistant to the Provost/Executive Vice President will notify).

## For Graduate Students:

### Requirement:

Awarding a graduate degree posthumously will be considered for Colorado State University graduate students:

- who have completed a major portion of their thesis, dissertation, research project or creative activity,
- who have positive written comments about the thesis, dissertation, research project or creative activity from members of the student's academic committee on file,
- who have a letter from the chair of the academic committee certifying that all requirements for the degree would have been completed by the anticipated graduation date under normal conditions, and
- who have a positive recommendation in favor of granting a posthumous degree from the student's academic department.

### Process:

1. The request for granting a posthumous degree must be made in writing by the chair of the deceased student's academic committee to the Dean of the student's College and include documentation of the requirement listed about above as well as a copy of the student's graduate transcript.
2. Upon approval, the Dean will forward the request to the Vice Provost for Graduate Affairs.
3. Upon his/her approval, the request will be forwarded to the President through the Provost/Executive Vice President.
4. Following the President's approval, the request is submitted to the Board of Governors to grant or deny the posthumous degree. The Provost/Executive Vice President's Office is responsible for drafting and submitting the Board of Governors agenda item.
5. The Executive Assistant to the Provost/Executive Vice President is responsible for notifying the Vice Provost for Graduate Affairs, the Dean of the student's College, and the student's academic committee of the Board of Governors' decision.
6. After the posthumous degree has been approved by the Board of Governors, the committee chair will contact the family to make arrangements for presenting the diploma. The diploma will include the statement *Awarded Posthumously* and the student's transcript will note that the degree was conferred posthumously.
7. After the posthumous degree has been approved by the Board of Governors, the committee chair will complete the Posthumous Degree Approval Form.
8. If at any time during this review process the request is denied, the chair of the student's academic committee will be notified by the denying party (in the case of a BOG denial, the Executive Assistant to the Provost/Executive Vice President will notify).