



**Award of Posthumous Undergraduate Degree #340.070**

<b>INITIAL EFFECTIVE DATE:</b>  June 29, 1994	<b>LAST REVISION DATE:</b>  November 17, 2020	<b>RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT</b>  Office of the Provost
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**POLICY STATEMENT**

A posthumous undergraduate degree may be awarded if (1) the student is in good standing at Florida International University; (2) has met the Florida International University residency requirement; and (3) has achieved senior status (a minimum of 30 credit hours in the major must be complete) at the time of death.

**SCOPE**

This policy applies to faculty/administrators when awarding a degree to a deceased undergraduate student.

**REASON FOR POLICY**

To state the minimum University requirements for awarding, and procedures for receiving, a posthumous undergraduate degree from FIU.

**ROLES AND RESPONSIBILITIES**

**Chairperson or Faculty:** Typically initiates the recommendation for posthumous degree.  
**Dean:** Approves recommendation from the Chairperson or Faculty and forwards to the Provost.  
**Provost:** Approves recommendation from the Dean and notifies the Dean and chairperson/faculty contact who follows through with procedures for awarding the degree.

**RELATED RESOURCES**

Award of Posthumous Undergraduate Degree Procedure



**CONTACTS**

**RESPONSIBLE ADMINISTRATIVE OVERSIGHT**

Office of the Provost  
Florida International University  
11200 SW 8th Street, PC 526  
Miami, FL 33199  
Telephone: 305-348-2151

**HISTORY**

**Initial Effective Date:** June 29, 1994

**Review Dates** (*review performed, no updates*): N/A

**Revision Dates** (*updates made to document*): August 5, 2009; June 2010; February 2013;  
November 17, 2020; Procedures March 24, 2021



**Award of Posthumous Undergraduate Degree #340.070a**

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June 29, 1994	March 24, 2021	Office of the Provost

**PROCEDURE STATEMENT**

The chairperson or faculty of the department, on his/her own initiative or upon request of the family, may recommend a posthumous degree. The initiator must forward a recommendation letter accompanied by the student’s transcripts and other documentation, establishing that all requirements as stated by this policy are fulfilled, to the Dean of the college or school. In those colleges or schools without departments, the Dean who fills this function may himself/herself initiate the process.

If approved, the Dean’s recommendation, with supporting documentation, is forwarded to the Provost. Should the Provost agree with the recommendation, he/she notifies the appropriate Dean, the Office of the Registrar and the chairperson of the commencement committee that the posthumous degree may be awarded at the next commencement ceremony. The Office of the Registrar is responsible for ordering the appropriate posthumous diploma and delivering it to the Office of Community Relations and Special Events.

Awarding a posthumous degree requires approval. Thus it is inappropriate to say anything to the family or friends of the deceased about the possibility that the degree will be awarded posthumously until such time as the request receives University approval. Should assistance with communication with the family be needed, please contact the Dean of Students: [dos@fiu.edu](mailto:dos@fiu.edu)

Liaison to the family of the deceased

A liaison to the family of the deceased student, usually the faculty or Dean who initiated the request, is appointed. If the liaison is not identified, request the Dean of Students liaise with the family. The liaison informs the family of the approval of the posthumous degree request. The liaison’s responsibilities include:

- advising the family of whether their student qualifies for the posthumous degree, or other form of recognition such as a certificate of attendance (which can be facilitated by the Dean of Students).
- advising the family of the commencement ceremony logistics (date, time, location etc.)
- receiving tickets, parking passes and maps from the Commencement Office, and sending them to the family of the deceased student

- making arrangements with the Commencement Office for a pre-ceremony meeting with the family together with the Dean of the college/school to present the diploma
- assisting and accompanying the bereaved family on commencement day. Detailed procedures for commencement day are provided in a document by the Commencement Office.

#### Awarding of a posthumous degree at commencement

The liaison and the Dean of the college/school meet with the bereaved family before the start of the ceremony and present the posthumous diploma to the family.

The posthumous recognition takes place within the first hour of the ceremony. This consists of a brief recognition given by the Dean prior to the conferral of degrees. The family may leave after the posthumous recognition, and the conferral of degrees has commenced.