Subject (R*)

Award of Posthumous Undergraduate Degree

Effective Date (R*)

June 2010

Policy Number (O*)

340.070

Policy Statement (R*)

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.

Reason for Policy (O*)

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

Related Information (O*)

Award of Posthumous Degree Recognition Procedure (Available in the Office of the Provost).

Procedures (O*)

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.

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. The liaison informs the family of the approval of the posthumous degree request. The liaison’s responsibilities include:

- advising the family of the commencement ceremony logistics (date, time, location etc.)
- preparing a 2-3 sentence biography of the student’s qualifications for the degree and submitting it to the Office of Community Relations and Special Events
- receiving tickets, parking passes and maps from the Office of Community Relations and Special Events and sending them to the family of the deceased student
- making arrangements with the Commencement Chairperson/Office of Community Relations and Special Events 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 Office of Community Relations and Special Events.

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 30 minutes of the ceremony. The posthumous recognition consists of a brief statement delivered by the President during his commencement remarks. The President recognizes the deceased student and states the degree awarded, he asks the family to stand, and calls for a moment of silence. The family may leave after the posthumous recognition.

**HISTORY (R*)**

Florida Administrative Code 6C
Provost
Effective Date: June 29, 1994; Revision Date(s): August 5, 2009; June 2010; February 2013.

**RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)**

Office of the Provost
Florida International University

**RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)**

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*R = Required  *O = Optional