



# University Policy

**University Policy No.:** UP-04-07

**University Policy Name:** Posthumous Degree or Memorial Certificate

**Initial Adoption Date:** May 22, 2024

**Revision Date(s):**

**Responsible Unit:** Academic Affairs

**Responsible Executive:** University Registrar

**Authority** Regulation 1.021

**Applicability** All academic units and students.

## I. Policy Purpose and Intent

The purpose of this Policy is to outline the requirements and processes for a posthumous degree and a memorial certificate.

## II. Statement of Policy

In recognition of a deceased student’s academic progress and achievements and to preserve the Florida A&M University’s (University) academic standards, the University may award a posthumous degree (associate’s, baccalaureate, master’s, doctorate, or professional) to an active student who was in good academic standing at the time of their death and who has completed the substantive requirements for the degree. The posthumous degree awarded by the University is a standard degree, which is awarded posthumously. If an active student, in good standing, does not meet the requirements necessary to be awarded a posthumous degree at the time of their death or medical condition preventing degree completion, the University may award a memorial certificate posthumously.

## III. Definitions

**A. Posthumous Degree** – recognizes academic effort of students (current or active) who made significant progress toward degree completion, having fulfilled a minimum of 75% of program (degree) requirements at the time of their passing or medical illness that led to their passing. For a posthumous undergraduate degree, at least 25% of the degree credits also must have been earned at the University. Students who have not been enrolled at the institution for at least one academic year are not eligible for a posthumous degree.

**B. Memorial Certificate** – recognizes academic effort completed by students (current or active) who made progress towards satisfying degree requirements at the time of their passing or medical illness which prevents the student from completing the degree and had completed at least 25% but less than 75% of the minimum program (degree) requirements. Students who have not been enrolled at the institution for at least one academic year are not eligible for a memorial certificate.

**C. Good Academic Standing** – See University Regulation 4.012.

#### **IV. Procedures**

##### **A. Posthumous Degree (Undergraduate/Graduate)**

1. A family member, guardian, or faculty member can initiate the process by submitting a letter of request to the student's department/division. This request must be made no later than the 4<sup>th</sup> week of an academic semester in which the posthumous degree is requested.
2. The dean's office should consult with the student's department to review the student's academic record to verify the student has completed at least 75% of the requirements for the student's degree program, is in good academic standing, and has support from the faculty. For a posthumous undergraduate degree, at least 25% of the degree credits also must have been earned at the University.
3. If the student is confirmed to be eligible for a posthumous degree, the dean's office should submit a Posthumous Degree Request Form to the Office of the Provost for appropriate approval. If approved, the Provost will submit the Posthumous Degree Request Form to the President for approval.
4. Upon approval of the request by the Provost and President, the dean will be notified in writing, and a copy of the form will be submitted to the Registrar's Office. The family of the recipient of the posthumous degree will also be notified of the planned conferral.
5. The Registrar's Office will make the necessary preparations to have the degree available, annotate degree appropriately, notify the Board of Governors, and mail the diploma to the family.

##### **B. Memorial Certificate (Undergraduate/Graduate)**

1. A family member, guardian, or faculty member can initiate the process by submitting a letter of request to the student's department/division. This request must be made no later than the 4<sup>th</sup> week of an academic semester in which the degree is requested.
2. The dean's office should consult with the student's department to review the student's academic record.
3. If the student has completed at least 25% of degree requirements, is in good academic standing, and has support from the faculty, the dean's office should submit a Memorial Certificate Request Form to the Office of the Provost for appropriate approval.
4. If the Provost approves the request, the dean will be notified in writing, and a copy of the form will be submitted to the Registrar's Office. The family of the recipient of the Memorial Certificate will also be notified.
5. The Registrar's Office will make the necessary preparation to have the Memorial Certificate available and mail the certificate to the family; however, in this case, the Board of Governors does not need to be notified.

**C. General Requirements**

1. The University President may, upon recommendation of the Provost, make exceptions and substitutions to the requirements in this Policy when extraordinary circumstances beyond the student's control prevent completion of the degree. This determination will be made on a case-by-case basis and the extraordinary circumstances must be explained at the time the request is made using the procedures described in section IV.A. or IV.B.
2. In no case shall the family be notified until the Provost and President's approval have been obtained.
3. The Director of Communications shall also be advised of the name of the person and degree or memorial certificate to be awarded posthumously for appropriate placement and notation in the commencement program, if possible.



**Larry Robinson, Ph.D.**  
President

5/22/2024  
Date



**Allyson Watson, Ph.D.**  
Provost and Vice President for Academic Affairs

5/22/2024  
Date

**Attachment(s)**

- [Posthumous Degree Request Form](#)
- [Memorial Certificate Request Form](#)

**Related Resource(s)**

Regulation 4.012- <https://www.famu.edu/about-famu/policies-and-regulations/regulations-and-notices/pdf-active/4.012%20FINAL%204.012%20Academic%20Standing.pdf>