# POSTHUMOUS DEGREE CONFERRAL

**Approval by:** Office of Academic Affairs

**History:** Established Fall 2016 | Revised Spring 2021

**Related Policies**:

**Related Forms, Procedures and References:**

**For Questions Contact:** Office of Academic Affairs | 651.690.6500

## I. Purpose

To provide families of deceased students with a meaningful acknowledgement of the student's accomplishments and legacy while, at the same time, balancing the need for and upholding academic and institutional integrity in the awarding of degrees, University policy provides for the awarding of a Posthumous award of a Degree or Degree in Memoriam to students if, at the time of their death, they had not completed degree requirements but the conditions specified below are satisfied.

## II. Posthumous Degrees

A Posthumous Degree is a regular St. Catherine University degree that is included as part of the University's official count of degrees, but is awarded posthumously.

Posthumous Degrees are granted by permission of the Provost. The student's major department chairperson, program director, or division chair, or an immediate family member of the deceased student may request that a posthumous degree be awarded to the deceased student. The written request (in the form of a letter) must be sent to the University Provost within twelve (12) months of the student's death. The student must have been continuously enrolled at St. Catherine University until the time of the onset of a terminal illness, an injury, or death.

The Provost shall certify that the following conditions are met before approval:

### A. Undergraduate Degrees and Certificates

1. The student was enrolled and attending classes that, at the successful completion thereof, would have qualified them for graduation at the close of that term or semester.
2. The student is in good academic standing.
3. The major department approves the awarding of the degree or certificate.

### B. Graduate Degrees and Certificates

1. The thesis student has completed all of the substantive requirements for the degree, and submitted a suitable draft of the thesis. The non-thesis student was enrolled and attending classes that, at the successful completion thereof, would have qualified them for graduation at the close of that term or semester.
2. The student is in good academic standing.
3. The major department approves the awarding of the degree or certificate.

If approved, the Provost will notify the Registrar and the deceased student's major chairperson, program director, or division chair. The Register will work with the Dean of Student Affairs two months prior to graduation to coordinate with the student's family.

## III. Degrees in Memoriam

A Degree in Memoriam is a recognition provided to honor a deceased student's progress toward the degree. A Degree in Memoriam may be granted to a student who was in good standing at the University at the time of their death and who does not meet the requirements necessary to be awarded a posthumous degree. The Degree in Memoriam is not included in the official count of degrees.

Degrees in memoriam are granted by permission of the Provost. The student's major department chairperson, program director, or division chair, or an immediate family member of the deceased student may request that a degree in memoriam be awarded to the deceased student. The written request (in the form of a letter) must be sent to the University Provost within twelve (12) months of the student's death. The student must have been continuously enrolled at St. Catherine University until the time of the onset of a terminal illness, an injury, or death.

Diplomas for Degrees in Memoriam will be prepared to read "Bachelor of Arts in Memoriam," "Bachelor of Science in Memoriam," "Master of Arts in Memoriam," etc., depending upon the degree the student was pursuing at the time of their death. Undergraduate students who have not chosen a major at the time of death will be awarded the "Bachelor of Arts in Memoriam."

If approved, the Provost will notify the Registrar and the deceased student's major chairperson, program director, or division chair. The Register will work with the Dean of Student Affairs two months prior to graduation to coordinate with the student's family.