

## UNDERGRADUATE POSTHUMOUS DEGREE PROCEDURES

A student will be considered for a posthumous undergraduate degree if she or he is in good academic standing at the time of death, has a 2.0 GPA or better, is within at least 15 semesters hours of completion of all requirements for the degree or is in the final term of completion of all requirements for the degree.

Department, School or College	Receives word of student death and request for posthumous degree (usually from family member).  Seeks official verification of student death, if necessary.  Notifies Registrar.
Registrar	Codes the PeopleSoft Bio/Demo Date panel with Date of Death, Date UCF Notified (in "Place of Death") and inactivates the mail status.
Department, School or College	Using the student's SASS degree audit and transcript, certifies that the student meets requirements for an undergraduate posthumous degree: <ul style="list-style-type: none"><li>▪ Student must be in good academic standing at the time of death</li><li>▪ Student must have a 2.0 GPA or better at the time of death</li> <li>▪ Student must be within 15 semester hours or less of completion of all requirements for their degree at the time of death</li></ul>

OR

- Student must be in the final semester of completion of all requirements for their degree at the time of death.

When a deceased student meets the above requirements, the department will send forward its positive recommendation along with a copy of the student's records to the college dean's office. Department will sign and date the "Request for Posthumous Degree" form.

College	Dean's office will review the student's records and verify compliance with university regulations concerning the awarding of a posthumous degree. The college will sign and date the "Request for Posthumous Degree" form.
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If the request is not approved, the college will inform the department.

The college then forwards the "Request for Posthumous Degree" form and student records to the Office for Undergraduate Studies.

Undergraduate Studies	Forwards the request and records to the chair of the Faculty Senate Commencement and Convocations Committee for the committee's approval.
Commencement and Convocations Committee	The Commencement and Convocations Committee will determine if the student has met the university criteria for a posthumous degree.  If the committee decides in the negative, they will inform the Office of Undergraduate Studies and forward "Request" and files. The Office of Undergraduate Studies will notify the college.

If the committee decides in the affirmative, they will forward all records to the Office of Undergraduate Studies with the "Request" form signed and dated.

Undergraduate Studies

The Office of Undergraduate Studies will forward the "Request" and records to the Provost for his approval.

Provost's Office

The Provost will approve or deny the request.

If approved, the Provost's Office will forward the "Request" and records to the Office of the President for the President's approval.

If denied, the Provost will return all records to the Office of Undergraduate Studies.

President's Office

The President will approve or deny the request.

If approved, the President's Office will forward the "Request" and records to the Office of Undergraduate Studies for further action.

If denied, the President will return all records to the Office of Undergraduate Studies.

Undergraduate Studies

The Office of Undergraduate Studies will notify all academic parties of the President's approval.

Notifies the Registrar of the approval of the degree.

Registrar

Prepares diploma and delivers to Commencement ceremony.

Department, School, College or Undergraduate Studies (to be determined on an individual basis)

Notifies parents of the awarding of the degree.

Discusses with parents the Commencement ceremony and determines how many tickets the parents will need.

Arranges for tickets to be sent to the family.

Arranges for a parking pass to be sent to the family.

Arranges with the Registrar's Office for the name to appear in the Commencement program.

Notifies the "Reader" at the Commencement ceremony of the awarding of the degree.

Escorts family at the Commencement ceremony to the stage at the proper time for the awarding of the degree.