

## Policy on Awarding *Posthumous* or *In-Memorial* Degrees

Version: 1.0

Responsible University Official: Provost

Effective Date: April 1, 2018

### 1. Purpose

Saint Louis University seeks to provide to the families of deceased students a meaningful symbol that reflects the achievements and legacy of the student and, at the same time, upholds academic and institutional integrity. To meet that need, colleges or schools may award a *Posthumous Degree* or an *In-Memorial Degree*.

### 2. Policy

- 2.1. Consideration for a *Posthumous Degree* or an *In-Memorial Degree* will be at the discretion of the Provost following these guidelines:
  - 2.1.1. The student was enrolled in the academic program.
  - 2.1.2. The student was in good academic standing.
  - 2.1.3. For a *Posthumous Degree*, the eligible student was:
    - 2.1.3.1. An undergraduate student and had completed a substantial portion – generally 80% - of the program requirements for the degree sought.
    - 2.1.3.2. A graduate or professional student pursuing a degree requiring a research product (i.e., dissertation, thesis, or research project) and completed the research proposal signed by each committee member and a significant portion of the dissertation, thesis or research project must have been reviewed by the committee and found to be acceptable at the time of the student's death. PhD students must have been admitted to candidacy if applicable.
    - 2.1.3.3. A graduate or professional student pursuing a degree not requiring a research product, and completed a substantial portion – generally 80% - of the program requirements for the degree sought.
  - 2.1.4. For an *In-Memorial Degree*, the undergraduate, graduate, and professional students are eligible without regard to the likelihood of completing the requirements for the degree program.

### 3. Definitions

- 3.1. A *Posthumous Degree* recognizes academic work completed by a student who has made progress toward completion of a degree.
  - 3.1.1. The *Posthumous Degree* is a regular degree and is officially conferred by Saint Louis University and recorded on the academic transcript.
- 3.2. An *In-Memorial Degree* allows for recognition of a student's connection to Saint Louis University regardless of their progress toward completion of degree requirements.
  - 3.2.1. The *In-Memorial Degree* is not a regular degree and is not officially conferred by Saint Louis University and therefore not recorded on the academic transcript.
  - 3.2.2. The resulting document is similar to a diploma, is signed by the President, Provost and the Dean/Director of the student's college/school/center, and issued by the Office of the University Registrar.

3.2.3. The Provost may choose to make this award to other individuals (such as previously enrolled students) in special circumstances.

#### 4. Procedures

- 4.1. The majority of faculty in the department of the student's major/program recommend the awarding of the *Posthumous Degree* or the *In-Memoriam Degree* to their college/school/center Dean/Director.
- 4.2. If the Dean approves this recommendation, a request for a *Posthumous Degree* or an *In-Memoriam Degree* is submitted to the Provost.
  - 4.2.1. The Dean's letter should include the student's name, degree, and the term for which the student should be awarded the *Posthumous Degree* or *In-Memoriam Degree*.
- 4.3. If the Provost approves the request, the college/school/center Dean/Director will be notified in writing, with a copy sent to the Office of the University Registrar.
- 4.4. The Office of the University Registrar will:
  - 4.4.1. Prepare the diploma with the appropriate degree citation with no reference to the *Posthumous Degree* or *In-Memoriam Degree*.
  - 4.4.2. If a *Posthumous Degree*, the phrase "Degree Awarded Posthumously" will be noted on the academic transcript.
  - 4.4.3. The diploma will be released to the student's parents, family, or loved ones.
  - 4.4.4. If the family wishes to attend the pre-commencement ceremony arrangements for their attendance should be made through the college/school/center.
    - 4.4.4.1. If a family representative wishes to process across the stage, the reader for the ceremony will announce his/her name as follows – "Jane Doe on behalf of Student's Name."

#### 1. Approvals

This policy was approved by Provost Nancy Brickhouse: 03/21/2018