

Degrees Awarded Posthumously

Policy

In exceptional circumstances, the Board may award degrees posthumously. Recommendations for such an award will only be considered when the student had completed nearly all of the requirements for his or her degree before dying, and when the student's academic record clearly indicates that the degree would have been successfully completed had death not intervened. Nominations for posthumous awards of degree will be initiated by the student's department and approved internally by the relevant college dean and the Provost. The posthumous nature of the recommended degree award shall be made explicit when the recommendation is forwarded to the Board. The Provost's office shall be responsible for presenting the degree to appropriate survivors.

Process

Colorado State University-Pueblo recognizes the profound loss for the family, friends, and the University community when a student dies while enrolled at the University. Awarding a degree posthumously allows for the acknowledgement and celebration of the student's academic commitment prior to his or her untimely death, and may provide solace for a grieving community. This honor is reserved for only those deceased students who meet the following requirements:

Requirements:

Awarding a bachelor's degree posthumously will be considered for Colorado State University-Pueblo students:

- Who were scheduled to graduate either in the semester of his/her death or the next semester (e.g., scheduled to graduate in May and died in the fall);
- Are in good academic standing both overall and in the courses in which they are currently enrolled; and
- Have the support of the department and college.

Process Steps:

1. If the Department wishes to pursue a request to grant a posthumous degree, the Department Chair must forward a documentation packet and letter of support (noting any contact to date with the family regarding this request), along with the Posthumous Degree Request Form, to the Dean of the College. The documentation packet must include:
 - a. A copy of the Graduation Planning Sheet,
 - b. The names of all current instructors for courses of record for the student's final semester, and
 - c. A copy of the student's transcript.
2. The Dean will present the Posthumous Degree Request Form and all required documentation to the Provost's Office one month prior to the Board of Governor's meeting during semester (Fall or Spring) awards. Check with the Provost's Office for specific dates.
3. Upon approval by the Provost, the request will be forwarded to the President.
4. Following the President's approval, the request is submitted to the Board of Governors to grant or deny the posthumous degree. The Provost's Office is responsible for drafting and submitting the Board of Governors agenda item.
5. The Executive Assistant to the Provost is responsible for notifying the Dean of the student's College, and the requesting Department of the Board of Governors' decision.
6. After the posthumous degree has been approved by the Board of Governors, the Provost will communicate the Posthumous Degree Request Form to the Registrar.
7. If at any time during this review process the request is denied, the Department Chair of the student's major will be notified by the denying party (in the case of a BOG denial, the Assistant to the Provost will notify).
8. Once the degree has been posted by the Registrar's Office, the diploma will be taken to the Provost's Office. The Provost (or his/her representative) will contact the family to make arrangements for presenting the diploma. No special notation will be made on the diploma; however, the student's transcript will note that the degree was conferred posthumously.



Posthumous Degree Request Form

Colorado State University-Pueblo recognizes the profound loss for the family, friends, and the University community when a student dies. Awarding a degree posthumously allows for the acknowledgement and celebration of the student's academic commitment prior to his or her untimely death, and may provide solace for a grieving community. This honor is reserved for only those deceased students who meet specified requirements. Granting a degree posthumously requires approval by the Board of Governors. Forms are due to the Provost's Office one month prior to Board of Governors meeting. Check with Provost's Office for specific dates.

Dean of College

Name of Posthumous Degree Candidate:
Name to appear on Diploma (including accent marks/special characters):

Term Posthumous Degree to be Awarded:

College Contact (for questions):	Contact #:
Dean's Name (printed):	Dean's Signature:
College Submitting Request	

Office of the Provost

Date Received:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Provost Approval - Name (printed):	Signature:

Office of the President

Date Received:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
President Approval - Name (printed):	Signature:

Board of Governors

BOG Meeting Date:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
BOG Approval - Name (printed):	Signature:

Once approved by the Board of Governors this form should be returned to the CSU-Pueblo Registrar's Office for processing.

Once processed by the Registrar's Office, the diploma will be given to the Provost Office as the Provost (or his/her representative) will contact family to make arrangements for presenting the diploma.

Registrar's Office (ADM 202)
2200 Bonforte Blvd. Pueblo, CO 81001
Ph: 719-549-2261 Fax: 719-549-2419