

Student Services Manual (SSM)

SSM 204–07: Awarding Posthumous Degrees

Effective: 6/1/1990

Revised: 3/1/2024

Purpose

To provide a consistent procedure for the awarding of posthumous degrees when appropriate criteria have been met

Sources

Office of the Provost of the University

Academic Administration Advisory Council

University Registrar Services

Office of the Dean of Students

Policy

A degree may be awarded for a deceased student upon the recommendation of the college in which the student was pursuing a degree, with the approval of the provost of the university.

Procedure

Responsibility	Action
Any member of the university community who wishes to recommend award of a posthumous degree	1. Submit official notification of student’s death to the Office of the Dean of Students.
Office of the Dean of Students	2. Receive official notification of a student’s death. Notify University Registrar Services to post an administrative hold on the student’s academic records.
	For requests regarding undergraduate students:
University Registrar Services	3. Use 100 total earned semester hours (which include 30 hours completed in residence at ASU) as a minimum guideline. Send the “Awarding a Posthumous Degree” memorandum and supporting documents (unofficial transcript and DARS audit or Program of Study) to the dean of the college in which the student was enrolled. Request an audit of the student’s record for consideration of awarding a posthumous degree.
	For requests regarding graduate students:
	4. Send the “Awarding a Posthumous Degree” memorandum and supporting documents (unofficial transcript and Program of Study, if available) to the dean

	of the college in which the student was enrolled. Request an audit of the student's record for consideration of awarding a posthumous degree.
	For requests regarding undergraduate students:
Dean (or designee)	5. Review the student's record in consultation with the school/department of the student's major to determine if the student was in a degree program and qualifies for the awarding of a posthumous degree.
	For requests regarding graduate students:
	6. Review the student's record in consultation with the school/department of the student's major to determine if the student had made substantial progress toward completion of the degree. Indicators could be, but are not limited to, completion of course work, completion of comprehensive examinations, or progress in thesis or dissertation.
	Note: Completion of an Undergraduate or Graduate Program of Study or Declaration of Graduation by the college, if one is not already on file, is optional. If required by the college, the Program of Study or Declaration of Graduation should be completed by a member of the college staff.
	7. Sign the memorandum indicating approval or denial of the request or submit the memorandum/petition to the college standards committee for consideration, if applicable.
	If the request is not approved:
	8. Notify University Registrar Services by returning the memorandum with the appropriate signatures.
	If the request is approved:
	9. For undergraduate students, forward the approved memorandum to the Office of the Provost of the University. 10. For graduate students, forward the approved memorandum to the vice provost for Graduate College.
Vice Provost for Graduate College	11. Review the college's recommendation, verify student's progress toward degree completion. Forward recommendation to the Office of the Provost of the University.
Office of the Provost of the University	12. Review the request. Notify University Registrar Services of approval or disapproval by returning the memorandum with appropriate signatures.
	If not approved:
University Registrar Services	13. Notify the individual who made the original request (i.e., faculty, staff, or family).
	If approved:
	14. Post the degree to the student's transcript and order the diploma at no cost to the family.

	15. Verify that an administrative hold is posted to the student's record. If an administrative hold has not yet been posted, forward a copy of the approved memo to the Records Section.
	16. Post the administrative hold.
	17. When the diploma is received, inform the college dean (or designee) that the diploma is ready for delivery.
Dean (or designee)	18. Send or present the diploma to the family.