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**LAMAR UNIVERSITY**  
**MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES**

**SECTION: Academic Affairs**  
**AREA: Students**

**MAPP 02.03.09**

**Posthumous Degrees and Recognition**

**I. POLICY**

- A. A Posthumous Degree may be awarded to a Lamar University (LU) student who dies within their last semester of enrollment required to complete a degree. The student should meet all other graduation requirements. A request to award a Posthumous Degree should originate from the student's department or Dean and be forwarded to the Provost and Vice President for Academic Affairs ("Provost") with supporting documentation. Any exception to the requirements above must be approved by the Provost.
- B. Eligible students who have not completed sufficient hours to be awarded a Posthumous Degree may be eligible to have a Certificate of Recognition presented to a family member.
- C. A family member or designee may attend the Commencement ceremony to receive the posthumous diploma on behalf of the decedent.

**II. PURPOSE AND SCOPE**

- A. This policy clarifies eligibility for a Posthumous Degree or Certificate of Recognition while allowing for exceptions in special cases.
- B. This policy falls under the authority of all applicable federal, state, and Texas State University System (TSUS) statutes, rules, and regulations, including, but not limited to, the TSUS *Rules & Regulations*, Texas Education Code, Title 3, Higher Education, and Texas Administrative Code, Title 19, Education.

**III. DEFINITIONS**

- A. **Certificate of Recognition.** In the event that a deceased student has not completed sufficient credit hours toward a degree, the family may be presented with a Certificate of Recognition.
- B. **Eligible Student.** A student who has enrolled in at least one course, with verifiable attendance/participation.
- C. **Graduation Requirements.** LU's requirements for graduation are as follows: a minimum 2.0 grade point average (GPA) for undergraduate students or a minimum 3.0 GPA for graduate and doctoral

students; minimum 30 hours in residence for an undergraduate student (including hours the semester of a student's death); and a minimum of 42 hours of upper-division credit (including hours the semester of a student's death) for undergraduate students. A submitted graduation application is not included.

- D. **Last Semester of Enrollment.** Defined as the semester that a student is within 18 hours of the credits required to earn an undergraduate degree or 15 hours of the credits required to earn a graduate/doctoral degree.
- E. **Posthumous Degree.** A degree awarded on an honorary basis to a student who has died.
- F. **Student's Department.** The department that houses a student's current program of study.
- G. **Supporting Documentation.** A published obituary or death certificate.

#### IV. POLICY ROLES AND RESPONSIBILITIES

##### A. Department Chair

1. Submit request for posthumous consideration or forward a faculty request.

##### B. Dean

1. Review and approve request.
2. Submit request to Provost.

##### C. Provost

1. Approve request for Posthumous Degree or Certificate of Recognition.
  - Pass request to Registrar.
2. Review any exceptional cases and approve or deny.
  - Submit decision on exceptional cases to Registrar.

##### D. Registrar's Office

1. Notify family of recipient of Posthumous Degree or Certificate of Recognition.
  - Make arrangements for attendance at Commencement and/or delivery of diploma or certificate.
2. Award degree in Student Information System (SIS) for recipient of Posthumous Degree.
3. Produce diploma or certificate to be given to family members.

#### V. PROCEDURES

- A. When notified of a student's death, a student's department representatives will notify their Chair in writing of their desire to award a Posthumous Degree or Certificate of Recognition. If approved,

this written request will be forwarded to the appropriate academic Dean for review. If approved, the academic Dean will forward this request to the Provost for review and approval. If approved, the Provost will notify the Registrar, who will ensure the student is marked as deceased in the system, award the Posthumous Degree or Certificate of Recognition, print the diploma, and make arrangements with the family members.

- B. Out of respect for the student and family’s privacy, communication with the family will take place through secure University channels (e.g., email, printed letter).

**VI. REVIEW AND RESPONSIBILITY**

Responsible Party: Academic Policy Advisory Council

Review Schedule: Every three years on or before the date the policy was last revised and/or approved.

**VII. APPROVAL**

Dr. Daniel A. Brown	05/08/2024
Provost and Vice President for Academic Affairs	Date

Dr. Jaime R. Taylor	05/08/2024
Lamar University President	Date

**POLICY LOG**

Version	Date	Description of Changes
1	01/31/2024	Policy draft completed.
	02/19/24 - 04/04/24	Reviews by constituency groups completed.
	03/25/24 - 04/25/24	Review by campus community completed.
	05/08/2024	Policy approved by President.