

**ADMINISTRATIVE PROCEDURE**  
**Awarding Posthumous Degrees**

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**Related Policy: 06.034 – Awarding Posthumous Degrees**

**Procedures and Responsibilities.**

1. A deceased student may be eligible for award of a posthumous baccalaureate or graduate degree under the following conditions as confirmed by the Provost and Vice-President for Academic Affairs:
  - a. The student is deceased;
  - b. The student was in good academic and good conduct standing at the time of death;
  - c. The student had successfully completed a substantial portion of his/her academic degree program requirements, as defined in UNT policy.
2. The Vice President for Student Affairs will initially determine whether a deceased student may be eligible for award of a posthumous degree based on academic standing and completion of a substantial portion of the academic degree program. The Vice President for Student Affairs will notify the Provost and Vice President for Academic Affairs about all students who may be eligible for award of a posthumous degree.
3. The Provost and Vice President for Academic Affairs will confirm a student's eligibility for a posthumous degree and will forward a recommendation for award of a posthumous degree to the President.
4. Upon approval by the President, The Office of the Provost and Vice President for Academic Affairs will notify the family of students to be awarded a posthumous degree and will also arrange for the posthumous degree to be conferred at a regularly scheduled commencement unless the student's family expresses objection.
5. The posthumous nature of the award will be indicated on the awarded diploma, the student's permanent academic transcript and, if time allows, in the commencement program.

Questions concerning these procedures should be directed to the Department for Academic Affairs.