

SUBJECT: University Guidelines Governing the Awarding of Posthumous Degrees

Please Note: Faculty and staff should immediately notify the Dean of Students of any student deaths. The Dean of Students provides the official notification to the campus and is the liaison to the family of the deceased and works with the deceased's family, friends and deceased student's College to plan a campus memorial service if appropriate. Please call 352-392-1261 during business hours or evenings/weekends 352-392-1111 (and ask the Police to be connected to the Dean on call).

The Awarding of a Posthumous Degree:

The University of Florida seeks to assist the families of currently enrolled students who pass away by providing posthumous degrees. To respond to these situations in a sensitive and consistent manner, the following University guidelines are hereby established.

It is recommended that the posthumous degree type to be awarded be dependent on earned hours:

- (1) A bachelor's degree student having earned 60 or less credit hours be awarded either an Associate in Arts degree or Bachelor's degree at the discretion of the deceased student's College
- (2) A bachelor's degree student having earned 61 or more credit hours be awarded the Bachelor's degree
- (3) For graduate or professional students, the degree program will determine if the posthumous degree is appropriate
- (4) If the posthumous degree is not appropriate, a Certification of University of Florida Enrollment may be given to the family of the deceased student. The Certification of Enrollment will include a University seal and notation of the student's enrollment.

Conferring of Posthumous Degrees:

Undergraduate Degree:

- The College's Dean's Office in consultation with the degree program will initiate the posthumous degree process.
- The college Dean should address a letter to the Provost requesting permission to grant a posthumous degree.
- The college Dean's letter should include the degree and the term for which the student should be awarded the degree posthumously.
- If the Provost approves the request, the college Dean will be notified in writing, with a copy sent to the Office of the University Registrar and the Dean of Students.

Graduate Degree:

- The College's Dean's Office in consultation with the degree program and the Graduate School will initiate the posthumous degree process.
- The Dean's letter should include the degree and the term for which the student should be awarded the degree posthumously.
- If the Provost approves the request, the Dean will be notified in writing, with copies sent to the University Registrar, the Graduate School, and the Dean of Students.

Professional Degree:

- These include Dentistry, Law, Medicine, Nursing, Pharmacy, Physical Therapy and Veterinary Medicine.
- A college desiring to award a degree posthumously should address a letter from the Dean to the Provost requesting permission to grant a posthumous degree.
- The Dean's letter should include the degree and the term for which the student should be awarded the degree posthumously.
- If the Provost approves the request, the college Dean will be notified in writing, with a copy sent to the Office of the University Registrar and the Dean of Students.

Diploma/Transcripts/Commencement Program:

Undergraduate, Graduate and Professional Degrees:

- Upon receiving notice of the approval, the Office of the University Registrar will order a diploma and will apply the appropriate degree remarks to the student's transcript.
- The Office of the University Registrar will release the diploma to the college's Dean's Office.
- Depending on the time of the approval, the name of the posthumous recipient may be included in the printed commencement program with the appropriate annotation.

Family Notification:

Undergraduate, Graduate and Professional Degrees:

- No formal notification to the family should occur until the award of the degree is officially approved by the Provost.
- The college Dean should request a letter from the Provost or president that will officially confer the degree posthumously and express sympathy on behalf of the university community. This letter can either be mailed with the

diploma to the family or presented to the family with the diploma in a ceremony organized by the college or major, as determined by the college.

- The letter from the Provost or president does not preclude the student's department, college or the Graduate School from writing a letter to the student's family expressing sympathy with, perhaps, a personal note regarding the student's academic performance and/or contributions to the university community.

Template Letter from the Dean to the Provost:

Provost Joseph Glover
Tigert Hall

Dear Provost Glover:

Our college is requesting that a posthumous degree be granted to Albert Gator, UF ID#1111-1111. Albert was a third year student majoring in _____ in the College of Liberal Arts and Sciences. Albert passed away on October 1, 2011 while enrolled in 12 credit hours. Albert had completed 64 hours and carried a 3.1 GPA. Albert began UF as a freshman in the fall of 2009.

I have consulted with the Chair of the Department of History and *[name other personnel who knew Albert]* and believe that granting the Bachelors of Arts posthumous degree to Albert Gator is appropriate. *[If possible, add a brief description of his positive engagement on campus. For example, "He was active not only in the classroom but he also made a positive impact on his fellow students and instructors through his engagement in the 2010 History Honors Conference, in which he presented a paper on the multi-ethnic origins of Florida. He also played the saxophone in the Gator Pep Band.]*

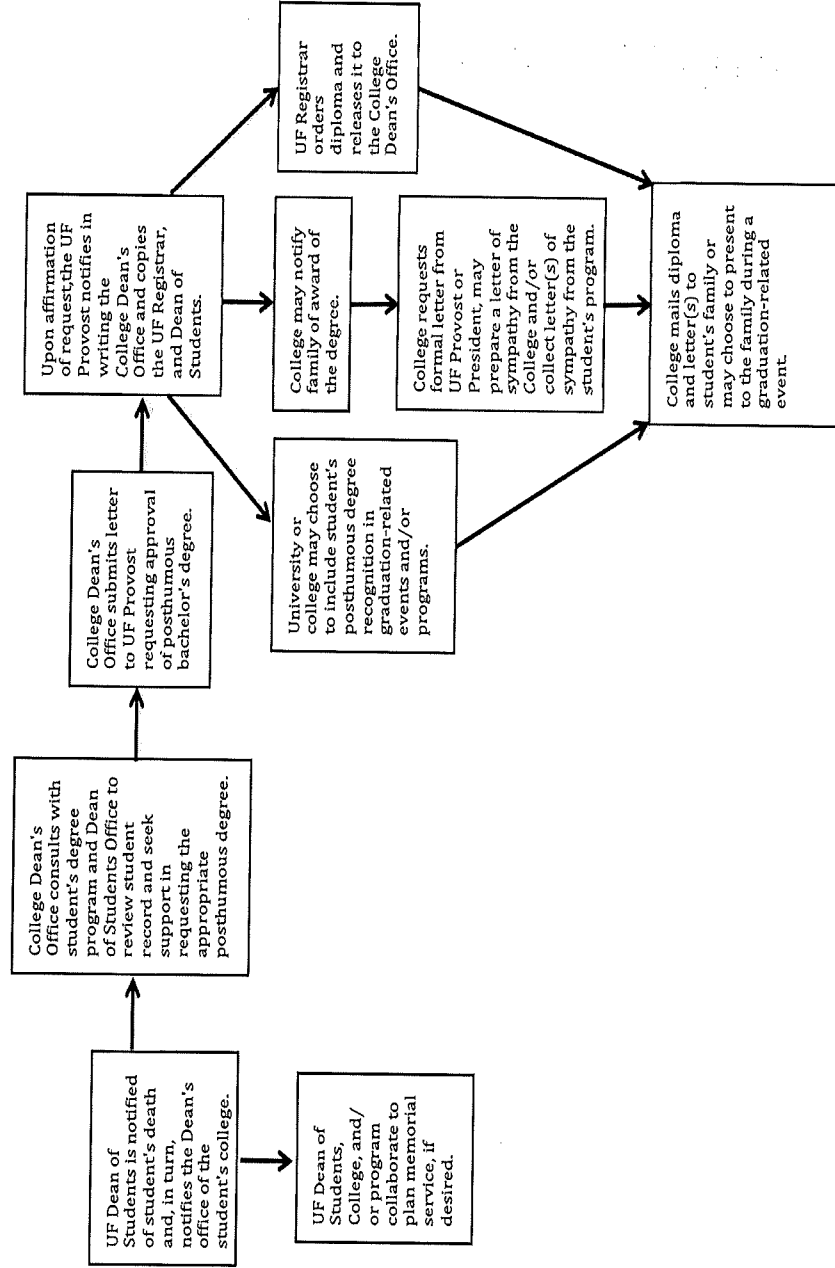
If I can provide any more information, please let me know.

Sincerely,

Dean, College of Liberal Arts and Sciences

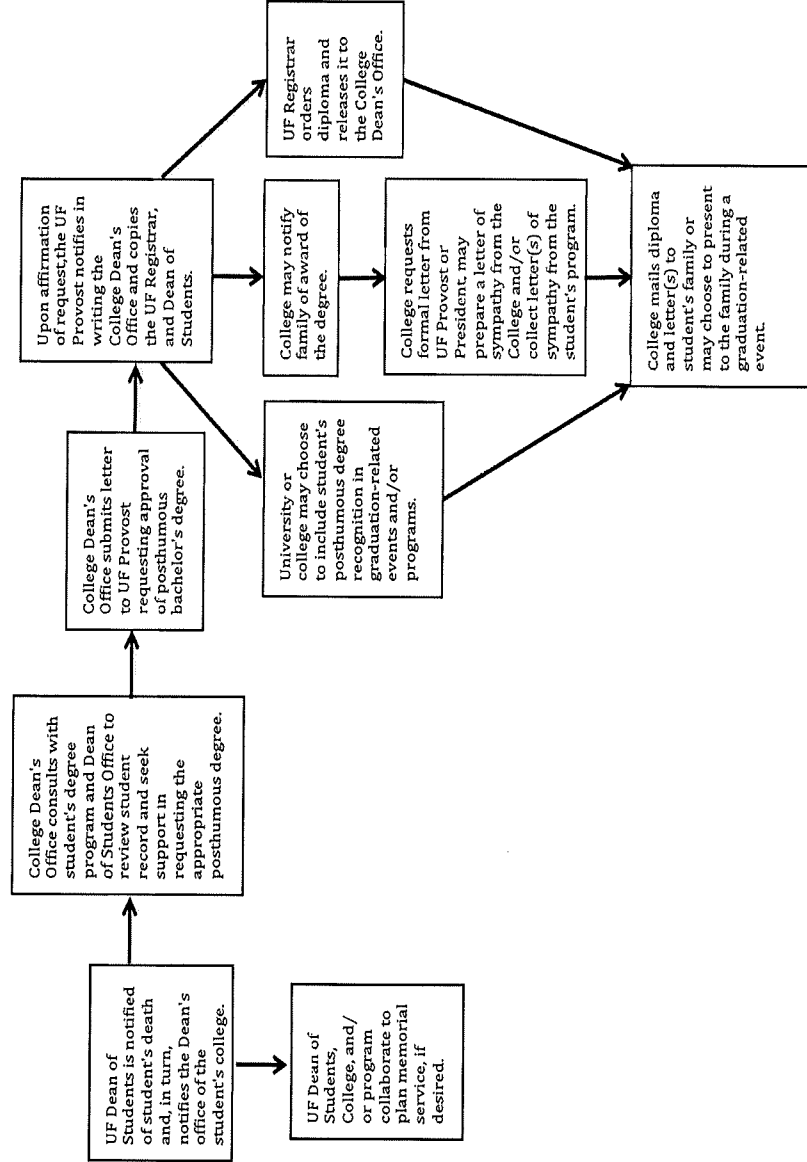
Steps Involved in Awarding the Posthumous Bachelor's Degree at the University of Florida

The University of Florida seeks to assist the families of undergraduate students who pass away while pursuing a bachelor's degree by granting the bachelor's degree posthumously. To the family of a student who has died, the posthumous bachelor's degree serves as a significant symbol of closure of their deceased loved one's life at UF because this degree was the goal of the student, regardless of his or her completed credit hours. The posthumous bachelor's degree also serves as a tangible completion of UF's commitment to the student. This degree awarded posthumously is affirmation of the shared commitment between the student and the university.



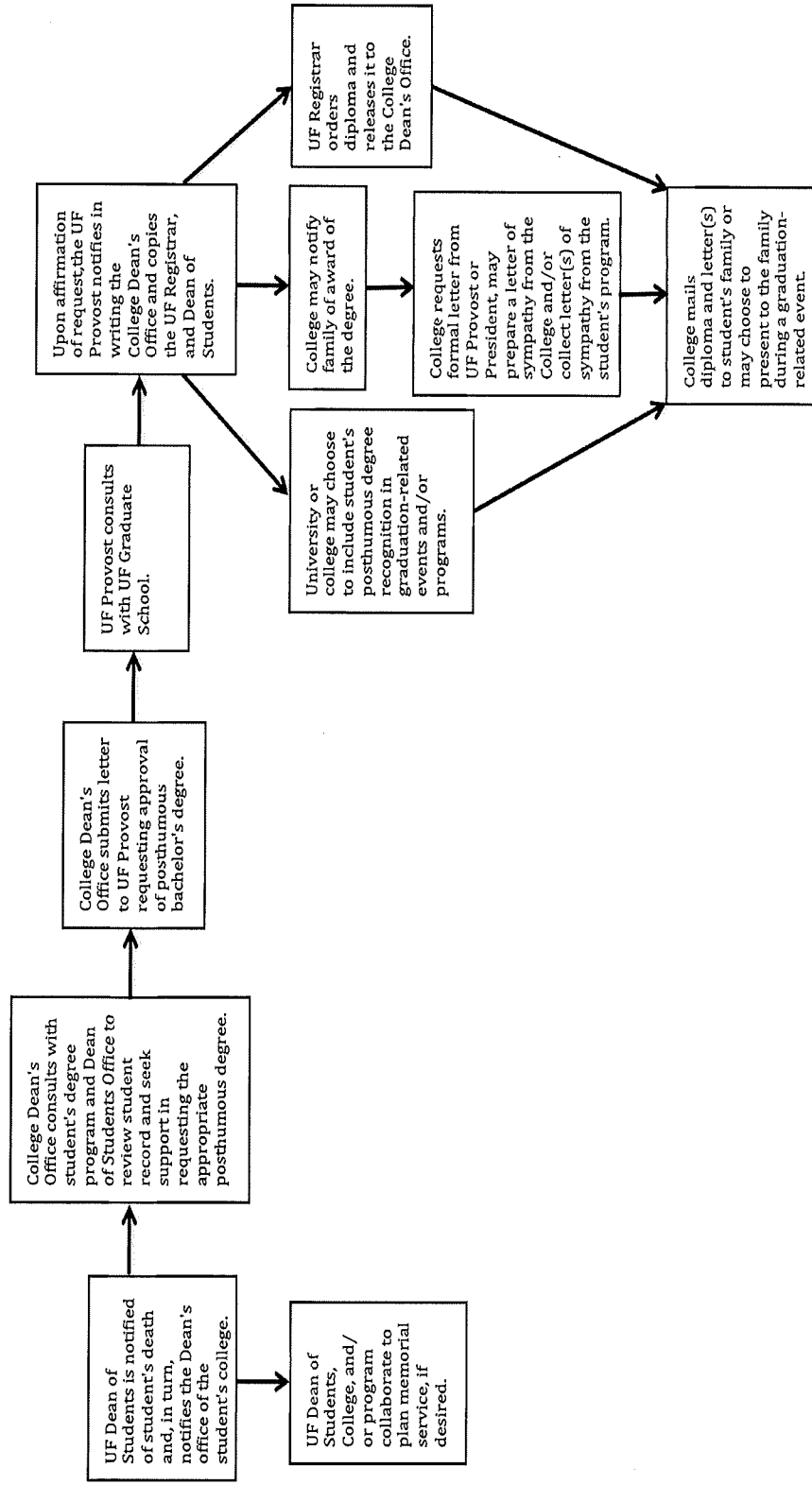
Steps Involved in Awarding the Posthumous Professional Degree at the University of Florida

The University of Florida seeks to assist the families of students who pass away while pursuing a professional degree by granting the degree posthumously. To the family of a student who has died, the posthumous degree serves as a significant symbol of closure of their deceased loved one's life at UF because this degree was the goal of the student, regardless of his or her completed credit hours. The posthumous degree also serves as a tangible completion of UF's commitment to the student. This degree awarded posthumously is affirmation of the shared commitment between the student and the university.



Steps Involved in Awarding the Posthumous Graduate Degree at the University of Florida

The University of Florida seeks to assist the families of graduate students who pass away while pursuing a bachelor's degree by granting the graduate degree posthumously. To the family of a student who has died, the posthumous degree serves as a significant symbol of closure of their deceased loved one's life at UF because this degree was the goal of the student, regardless of his or her completed credit hours. The posthumous degree also serves as a tangible completion of UF's commitment to the student. This degree awarded posthumously is affirmation of the shared commitment between the student and the university.



From: Cynthia Morton <cmorton@jou.ufl.edu>
Subject: Re: academic infrastructure meeting
Date: April 25, 2012 2:05:16 PM EDT
To: Nina Caputo <ncaputo@ufl.edu>
Cc: "mrogal@ufl.edu" <mrogal@ufl.edu>, Sue Alvers <salvers@jou.ufl.edu>

Fabulous work, Nina! I'm also passing this along to Maria, so that she is aware of the issues the APC must continue to address for the next academic year, and to Sue Alvers, our constant resource for records accountability.

Thanks for making time in your schedule to go to this important meeting. Best wishes for a fruitful ending to this semester.

Cynthia

On 4/24/12 10:07 PM, "Nina Caputo" <ncaputo@ufl.edu> wrote:

Hi Cynthia,

I attended the Academic Infrastructure meeting on Thursday, 19 April. Bill Millard (Pharmacy) brought in Ken Hall, a representative from "Class 24/7", which is the corporation that has been contracted to supply web based courses in the School of Pharmacy. During the first part of the meeting this representative provided a 'corporate overview' - essentially a sales pitch for the committee. Andy McCullough interjected that he found the commercial sales pitch to be inappropriate; thereafter a discussion of a variety of important issues took shape, which I will outline below.

- a) Scott Nygren called for a consideration of issues that emerge from recording courses, as classroom policies do not reflect ethical and conceptual changes that have taken hold in recent years - in particular, questions of student privacy and faculty and student intellectual property.
- b) McCullough announced that there is a very old directive, dating from the early distance learning initiative, that does not take these issues into account. Barbara Wingo has been charged with the task of drafting a policy that clarifies related issues and a memo will circulate to faculty for review
- c) Ken Hall's presentation included a recording of a course in which the students are required to attend every session prepared to provide and defend a clinical diagnosis based on specified variables. The question arose why this course was being recorded if all of the students were in attendance. Bill Millard replied that it to help students to study. The committee did not - but certainly should - address the ethics of requiring all students to sign a privacy wavier in order to enroll in this required class simply to permit the web stream (which seems superfluous, since all of the students are required to be physically present in the class room). It seems that this might also

raise issues about the students' intellectual property, given that the minute the class is taped the students' arguments and solutions become a 'product' owned by the school of pharmacy - albeit a product with limit market value that is limited to students who possess a valid password.

d) The committee declared that the faculty should have a discussion to determine in which contexts this kind of technology would be appropriate. Members also suggested that the senate should begin to discuss what the goals of education (delivering material to as many students as possible in far flung locations? encouraging a more traditional liberal arts curriculum that is rooted in hands on face to face pedagogy? etc.) are and what are the best technologies and methods for arriving at those goals.

e) Other important questions that should be considered but that did not come up during the meeting: What are the consequences of mandatory taping of class material mean for full-time faculty responsibilities on campus? (In other words, if a faculty member can tape lectures from a remote location, is there any university policy that he or she must be on campus at other times?). What are the implications for faculty productivity? In other words, can faculty simply recycle and rerun taped classes? Can the university use taped lectures after a faculty member is no longer employed at UF?

Please don't hesitate to let me know if you have any questions.

Nina

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