

SUBJECT: University Guidelines Governing the Awarding of Posthumous Undergraduate Degrees

Please Note: Faculty and staff should immediately notify the Dean of Students of any student death. The Dean of Students provides the official notification to the campus and is the liaison to the family of the student who has died and works with the student's family, friends and 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 Bachelor's Degree:

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.

As a reflection of its shared commitment with every Gator student and with the intention of providing a compassionate, sensitive, and consistent response to the loss of a member of ~~its~~ the undergraduate Gator community, the University of Florida provides the following guidelines for requesting awarding of a posthumous bachelor's degree.

- Upon learning of a student's death, the UF Dean of Students is notified, and in turn, notifies the Dean's Office of the student's college.
- The Dean's Office of the student's college consults with the student's degree program and the Dean of Students Office to review the student's record and seek support in requesting the posthumous degree.
- If award of the posthumous degree is deemed appropriate, the Dean's Office of the student's college initiates the posthumous degree process by submitting a letter to the UF Provost requesting the posthumous bachelor's degree (sample letter provided below).
 - The college Dean's letter should include
 - the degree and the term for which the student should be awarded the degree posthumously and
 - relevant information about the student's commitment to his or her curricular and/or co-curricular activities.
- Upon affirmation of the request, the UF Provost will notify the Dean of the student's college in writing, copying the Office of the University Registrar and the Dean of Students.

Diploma/Transcripts/Commencement-Related Events and Programs:

- Upon receiving notice granting the posthumous degree from the UF Provost, the Office of the University Registrar will order a diploma and will apply the degree remarks to the student's transcript.
- The Office of the University Registrar will release the diploma to the Dean's Office of the student's college, who in turn ensures that the family of the deceased student receives it.
- Depending on the time of the approval, the name of the posthumous recipient may be included in graduation-related events and printed programs with the appropriate annotation (e.g., in the printed commencement program). Family members may be invited to graduation-related events in which the deceased student's posthumous degree is recognized.

Family Notification:

- No formal notification to the family should occur until the award of the degree is affirmed by the UF Provost.
- The Dean's Office of the student's college should request a letter from the UF Provost or President to the family that will officially confer the degree posthumously and express sympathy on behalf of the university community.
- The Dean's Office and members of the student's department may also wish to include letters of sympathy with more detailed acknowledgement of the student's contributions to student life at UF and in his or her college and program.
- These communications may either be mailed with the diploma to the family or presented to the family with the diploma in a ceremony organized by collaborative effort of the UF Dean of Students' Office, college and/or program or in another manner requested by the family

Template Letter from the Dean to the Provost:

Provost Joseph Glover
Tigert Hall

Dear Provost Glover:

Our college is requesting that a posthumous bachelor's degree be granted to Albert Gator, UF ID#1111-1111. Albert was a first year student majoring in History in the College of Liberal Arts and Sciences. Albert passed away on February 1, 2011, while enrolled in 12 credit hours. Albert had completed 14 hours and carried a 3.1 GPA. Albert began UF as a freshman in the fall of 2011.

I have consulted with the Chair of the Department of History and *[name other personnel who knew Albert if desired]* and believe that granting the Bachelors of Arts degree posthumously to Albert Gator is appropriate. *[If possible, add a brief description of the student's 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 2011 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 further information, please let me know.

Sincerely,

Dean, College of Liberal Arts and Sciences

SUBJECT: University Guidelines Governing the Awarding of Posthumous Professional Degrees

Please Note: Faculty and staff should immediately notify the Dean of Students of any student death. The Dean of Students provides the official notification to the campus and is the liaison to the family of the student who has died and works with the student's family, friends and 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 Professional Degree:

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.

As a reflection of its shared commitment with every Gator student and with the intention of providing a compassionate, sensitive, and consistent response to the loss of a student in the Gator community, the University of Florida provides the following guidelines for granting a posthumous professional degree offered by Dentistry, Law, Medicine, Nursing, Pharmacy, Physical Therapy and Veterinary Medicine.

- Upon learning of a student's death, the UF Dean of Students is notified, and in turn, notifies the Dean's Office of the student's college.
- The Dean's Office of the student's college consults with the student's degree program and the Dean of Students Office to review the student's record and seek support in requesting the posthumous degree.
- If award of the posthumous degree is deemed appropriate, the Dean's Office of the student's college initiates the posthumous degree process by submitting a letter to the UF Provost requesting the posthumous bachelor's degree (sample letter provided below).
 - The college Dean's letter should include
 - the degree and the term for which the student should be awarded the degree posthumously and
 - relevant information about the student's commitment to his or her curricular and/or co-curricular activities.
- Upon affirmation of the request, the UF Provost will notify the Dean of the student's college in writing, copying the Office of the University Registrar and the Dean of Students.

Diploma/Transcripts/Commencement-Related Events and Programs:

- Upon receiving notice granting the posthumous degree from the UF Provost, the Office of the University Registrar will order a diploma and will apply the degree remarks to the student's transcript.
- The Office of the University Registrar will release the diploma to the Dean's Office of the student's college, who in turn ensures that the family of the deceased student receives it.
- Depending on the time of the approval, the name of the posthumous recipient may be included in graduation-related events and printed programs with the appropriate annotation (e.g., in the printed commencement program). Family members may be invited to graduation-related events in which the deceased student's posthumous degree is recognized.

Family Notification:

- No formal notification to the family should occur until the UF Provost affirms the award of the posthumous degree.
- The Dean's Office of the student's college should request a letter from the UF Provost or President to the family that will officially confer the degree posthumously and express sympathy on behalf of the university community.
- The Dean's Office and members of the student's department may also wish to include letters of sympathy with more detailed acknowledgement of the student's contributions to student life at UF and in his or her college and program.
- These communications may either be mailed with the diploma to the family or presented to the family with the diploma in a ceremony organized by collaborative effort of the UF Dean of Students' Office, college and/or program or in another manner requested by the family

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 pursuing a D.M.D. degree from the UF College of Dentistry, beginning his study in our college in the Fall of 2011. Albert passed away on June 1, 2011, having completed all first-year requirements in the Streams of the D.M.D. curriculum. He carried a GPA of 3.8 at the time of his passing.

I have consulted with the faculty in the College of Dentistry, and we believe that granting the D.M.D. degree posthumously to Albert Gator is appropriate. *[If possible, add a brief description of the student's 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 Alpha Omega fraternity and the Dental College Council.]*

If I can provide further information, please let me know.

Sincerely,

Dean, College of Dentistry

SUBJECT: University Guidelines Governing the Awarding of Posthumous Graduate 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 student who has died and works with the student's family, friends and 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 Graduate Degree:

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.

As a reflection of its shared commitment with every Gator student and with the intention of providing a compassionate, sensitive, and consistent response to the loss of a member of the graduate Gator community, the University of Florida provides the following guidelines for requesting awarding of a posthumous graduate degree to a deceased student.

- Upon learning of a student's death, the UF Dean of Students is notified, and in turn, notifies the Dean's Office of the student's college.
- The Dean's Office of the student's college consults with the student's degree program and the Dean of Students Office to review the student's record and seek support in requesting the posthumous degree.
- If award of the posthumous degree is deemed appropriate, the Dean's Office of the student's college initiates the posthumous degree process by submitting a letter to the UF Provost requesting the posthumous bachelor's degree (sample letter provided below).
 - The college Dean's letter should include
 - the degree and the term for which the student should be awarded the degree posthumously and
 - relevant information about the student's commitment to his or her curricular and/or co-curricular activities.
- The Provost will consult with the Graduate School regarding the request.
- Upon affirmation of the request, the UF Provost will notify the Dean of the student's college writing, copying the University Registrar, the Graduate School, and the Dean of Students.

Diploma/Transcripts/Commencement-Related Events and Programs:

- Upon receiving notice granting the posthumous degree from the UF Provost, the Office of the University Registrar will order a diploma and will apply the degree remarks to the student's transcript.
- The Office of the University Registrar will release the diploma to the Dean's Office of the student's college, who in turn ensures that the family of the deceased student receives it.
- Depending on the time of the approval, the name of the posthumous recipient may be included in graduation-related events and printed programs with the appropriate annotation (e.g., in the printed commencement program). Family members may be invited to graduation-related events in which the deceased student's posthumous degree is recognized.

Family Notification:

- No formal notification to the family should occur until the UF Provost affirms the award of the posthumous degree.
- The Dean's Office of the student's college should request a letter from the UF Provost or President to the family that will officially confer the degree posthumously and express sympathy on behalf of the university community.
- The Dean's Office and members of the student's department may also wish to include letters of sympathy with more detailed acknowledgement of the student's contributions to student life at UF and in his or her college and program.
- These communications may either be mailed with the diploma to the family or presented to the family with the diploma in a ceremony organized by collaborative effort of the UF Dean of Students' Office, college and/or program or in another manner requested by the family

Template Letter from the Dean to the Provost:

Provost Joseph Glover
Tigert Hall

Dear Provost Glover:

The College of Liberal Arts and Sciences is requesting that a posthumous Ph.D. degree be granted to Albert Gator, UF ID#1111-1111. Albert was a third year Ph.D. student majoring in Mathematics in the College of Liberal Arts and Sciences. Albert passed away on October 1, 2011, while enrolled in 9 credit hours and pursuing dissertation study in the Department of

Mathematics. Albert was admitted into the UF Graduate School in August 2008. He had completed 54 hours, successfully reached Ph.D. candidacy in 2009, and carried a 3.75 GPA.

I have consulted with the Chair of the Department of Mathematics and Albert's research advisor, Dr. FIRST LAST, and we all concur that granting the Ph.D. posthumous degree to Albert Gator is appropriate. *[If possible, add a brief description of the student's 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 American Society of Mathematics Conference, during which he was honored with a "Best Presentation Award" for his presented paper on the Fourier Transform. In his short time at UF, he already published three peer-reviewed journal articles. He also served as a mentor for undergraduate students pursuing research in Dr. LAST's research group.]*

If I can provide further information, please let me know.

Sincerely,

Dean, College of Liberal Arts and Sciences