

University Policy 4.01.05

Posthumous Recognition

Revised Policy Approval Date: March 15, 2013

Revised Policy Effective Date: April 1, 2013

Revised Procedure Approval Date: August 11, 2016

Revised Procedure Effective Date: September 1, 2016

POLICY STATEMENT

In the unfortunate circumstance of a student's death prior to completing their degree program, Capella will consider every opportunity to recognize the individual's academic accomplishments. Such acknowledgement may include a letter of recognition, a medal of academic achievement, or a posthumous degree honor, in accordance with the academic progress achieved prior to their death.

To be eligible for a posthumous degree honor, the student must have been in good academic standing at the time of their death and successfully completed the following:

1. At least one Capella University course in the previous four quarters.
2. No less than 80% of all credits required for the degree program in which the student was enrolled at the time of their death.
3. Fifty percent of the minimum university credit residence requirements for the degree program in which the student was enrolled at the time of their death.
4. The comprehensive examination in doctoral programs with a comprehensive examination requirement.

RATIONALE

Capella University seeks to recognize the academic achievements of all its students. This policy establishes criteria and processes for bestowing posthumous degree honors and recognition.

DEFINITIONS

None

PROCEDURES

- I. Requesting Posthumous Recognition
 - A. Family members of deceased students may request posthumous recognition.
 - B. Capella University must have official documentation of the student's death on file prior to issuing any formal academic recognition for the student.
 - C. The Admissions & Records Operations (ARO) team reviews the student's record, verifies student information, and determines the appropriate recognition based on the student's academic accomplishments at Capella University.
 - D. The ARO team notifies the provost and the appropriate school dean of the student's death and the pending posthumous recognition.

- II. In the case of the issuance of a posthumous degree honor, the following apply:
 - A. The student's family is given the option of participating in commencement.
 - B. The student's name, with posthumous degree honor notation, will be included in the commencement program.
 - C. A posthumous degree honor notation will be made on the student's transcript and diploma.
- III. All procedures in this policy apply to students in programs in GuidedPath and FlexPath formats.

POLICY OWNERS

Academic Owner: Registrar

Operations Owner: Admissions & Records Operations

RELATED DOCUMENTS

University policy 2.01.02 Maximum Time to Degree Completion

University policy 4.01.01 FERPA and Student Directory Information

University policy 4.01.02 Retention of Student Records and Work Products

REVISION HISTORY

Original Policy Approval Date: February 19, 2006

Revision Dates: 3-15-13; 8-11-16

Administrative edits as result of ongoing review: 2-22-10; 12-14-16; 4-1-18; 1-1-19; 5-23-19; 4-1-20; 3-26-21; 7-1-23; 4-1-25

Previously policy 4.01.05 Posthumous Degrees