

University Policy 4.01.05**Posthumous Recognition****Policy Approval Date: March 15, 2013****Policy Effective Date: April 1, 2013****Procedure Approval Date: August 11, 2016****Procedure Effective Date: September 1, 2016****POLICY STATEMENT**

In the unfortunate circumstance of a learner's death prior to completing his or her 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 learner must have been in good academic standing at the time of his or her 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 learner was enrolled at the time of his or her death.
3. Fifty percent of the minimum university credit residence requirements for the degree program in which the learner was enrolled at the time of his or her 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 learners. 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 learners may request posthumous recognition.
 - B. Capella University must have official documentation of the learner's death on file prior to issuing any formal academic recognition for the learner.
 - C. The Learner Services and Operations (LSO) team reviews the learner's record, verifies learner information, and determines the appropriate recognition based on the learner's academic accomplishments at Capella University.
 - D. The LSO team notifies the chief academic officer (CAO) and the appropriate school dean of the learner's death and the pending posthumous recognition.

- II. In the case of the issuance of a posthumous degree honor, the following apply:
 - A. The learner's family is given the option of participating in commencement.
 - B. The learner'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 learner's transcript and diploma.

- III. All procedures in this policy apply to learners in credit-based (GuidedPath) and FlexPath programs.

POLICY OWNERS

Academic Owner: Admissions and Transfer Officer
Operations Owner: Learner Services and Operations

RELATED DOCUMENTS

University policy 2.01.02 Maximum Time to Degree Completion
University policy 4.01.01 FERPA and Learner Directory Information
University policy 4.01.02 Retention of Learner Records
University policy 4.01.03 Retaining Learner Work Products and Grading Records

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
Previously policy 4.01.05 Posthumous Degrees