

- 1) Confirm that the President has extended condolences to the family.
- 2) Dean contacts Registrar's office to determine student's eligibility for a posthumous degree (CAP 210.12).
- 3) After the majority of faculty in the department of the student's major have recommended the posthumous degree (AS-543-00IIC), the Dean contacts Registrar's Office to formally request that a posthumous degree be processed.
- 4) Registrar's Office will send an email confirmation to the appropriate Dean copying the Commencement Office.
 - a. If the Registrar's Office determines that the student is not eligible for a posthumous degree (CAP 210.12), the Dean can request an exception to the policy through the President's Office.
- 5) The Commencement Office edits the President's posthumous degree memo to include all applicable student information, academic college, and any relevant special instructions and forwards to the President's Office staff for signature and routing to all parties.
- 6) Upon receipt of the President's signed memo, the Registrar's Office will process the request for a printed diploma and will work directly with the Commencement Office to arrange for receipt of the diploma.
- 7) The Commencement Office will be responsible for ensuring that the student's name is referenced in the Commencement Program as a candidate for graduation and will work directly with the college Dean to determine what form of acknowledgment or recognition the family may appreciate, whether the family intends to participate in the university commencement ceremonies or whether a university representative will attend a memorial service to present the diploma.