



# MISSISSIPPI STATE UNIVERSITY™

## Mississippi State University

### ACADEMIC OPERATING POLICY AND PROCEDURE

MEMORANDUM: All Holders of Mississippi State University Academic  
TO: Operating Policy and Procedure Manual

DATE: March 22, 2010

SUBJECT: AOP 12.03-Awarding of Degrees Posthumously

#### PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to clarify policies and procedures by which Mississippi State University may confer posthumously baccalaureate, graduate, and professional degrees upon students who are deceased prior to but nearing formal completion of all degree requirements of the programs being pursued.

#### REVIEW

This AOP will be reviewed every four years or whenever circumstances require an earlier review by the [University Registrar](#) with recommendations for revision presented to the [Provost and Executive Vice President](#).

#### POLICY/PROCEDURE

Mississippi State University may confer posthumously baccalaureate, graduate and professional degrees upon students who are deceased prior to but nearing formal completion of all degree requirements of the programs being pursued. Any student who is deceased after completing degree requirements but prior to the conferment of the degree will receive the earned degree with no posthumous designation.

#### Eligibility

To be eligible for the award of a Mississippi State University degree posthumously, the student generally must have met both of the following conditions:

1. At the time of death, the student was nearing completion of work required for award of the degree. "Nearing completion" is defined as having completed 75% or more of the course work required by the degree program. For graduate students in thesis and dissertation programs, 75% or more of the course work should have been completed and the student should have commenced the research process. Graduate students in non-thesis programs should have completed 75% or more of the required course work. Professional students should have completed 75% or more of

the course work for the degree.

and

2. The student was in good academic standing and was successfully progressing toward completion of requirements for the degree to be awarded.

Recommendation for award of the degree is made by the faculty in the student's major department and approved by the department head, school director, or college dean. In the case of a graduate student, the student's Graduate Committee will make the recommendation to the department head, school director, or college dean and Dean of the Graduate School. In the case of a professional student, the Dean and Faculty of the College of Veterinary Medicine will make the recommendation to the Provost and Executive Vice President.

Final approval for awarding of degrees posthumously shall rest with the Provost and Executive Vice President, Mississippi State University.

#### Approval Process

The process for identifying and considering candidates for the award of degrees posthumously shall be as follows:

- The University Registrar, upon learning of the death of a Mississippi State University student, shall ascertain the relative academic standing of the student, as specified above.
- If the deceased student is determined to be eligible as a candidate for posthumous award of the degree being pursued, the University Registrar will so certify to the appropriate Academic Dean. The Registrar will indicate the appropriate semester and graduation date for awarding the degree.
- The departmental faculty, department head, and dean will determine if the student's overall record merits further consideration and recommendation that the posthumous award be granted; such information will be communicated to the Provost.
- The Provost will weigh all information relating to each case independently and will prepare a memorandum granting the Posthumous Award of the appropriate degree(s).

#### Awarding of Degree Posthumously

Upon approval by the Provost, the following procedure will be followed:

- The Provost will prepare a presidential notification letter to the family.
- Concurrently, the University Registrar will prepare a diploma for mailing or presentation to the family.
- The posthumous nature of the award will be indicated within the student's permanent record. The following notation will be placed on the transcript of the student – "Degree Awarded Posthumously."

#### Family Notification

No family notification should occur until the award of the degree is officially approved by the Provost and the President signs the letter of notification.

The letter and diploma may be mailed to the family or presented to the family in a private presentation arranged by the Office of the Provost and Executive Vice President. In addition to the letter from the President, the student's department and college/school may want to also send a letter or card to the student's family, perhaps with a note regarding the student's contributions or academic performance or the like.

## RESPONSIBILITIES

<u>Position</u>	<u>Section</u>	<u>Year</u>
<a href="#"><u>Associate Provost For Academic Affairs</u></a>	Review	2018

### **APPROVED:**

<u>/s/ Peter L. Ryan</u>	<u>05/06/2014</u>
Associate Provost for Academic Affairs	Date

<u>/s/ Jerome A. Gilbert</u>	<u>05/06/2014</u>
Provost and Executive Vice President	Date

<u>/s/ Gerald Emison</u>	<u>05/19/2014</u>
President, Robert Holland Faculty Senate	Date

### **REVIEWED BY:**

<u>/s/ Lesia Ervin</u>	<u>05/30/2014</u>
Director, Office of Internal Audit	Date

<u>/s/ Joan Lucas</u>	<u>06/03/2014</u>
General Counsel	Date

### **APPROVED BY:**

<u>/s/ Mark Keenum</u>	<u>06/09/2014</u>
President	Date