

Minnesota State University, Mankato  
University Procedure

**Procedure Name:**

Procedure for awarding a Posthumous Degree

**Custodian:**

**Effective Date:**

Upon request from a family member, Minnesota State University, Mankato will consider awarding a posthumous degree to a student who was within one semester of completing degree requirements at the time of his or her death.

The decision to award the degree will be made by the Provost & Senior Vice President of Academic Affairs, in consultation with the Associate Director of Registration & Academic Records.

The Associate Director of Registration & Academic Records will ensure the student was within one semester of completing their degree requirements at the time of his/her death and upon approval of the Provost & Senior Vice President of Academic Affairs will post the degree for the semester the student would have graduated.

Once the decision has been made, the Provost & Senior Vice President of Academic Affairs will send an official letter on behalf of the University to the family of the student stating their student will be receiving a posthumous degree. The letter will also outline the following and state that a member from the Office of the Provost will be contacting them in the near future:

- Asking if family member would like to accept the “diploma” on the student’s behalf at the graduation commencement ceremony.
  - When the student's name is read, his/her parent, or someone the parent designates, would walk across the stage to receive the “diploma”.
- The student's name would be listed in the commencement program among the names of all the other students graduating with that particular degree, but the comment "awarded posthumously" would be placed by the student's name.
- The degree would be mailed to the parent/ guardian following the graduation commencement ceremony regardless if a family member chose to accept the “diploma” at the graduation commencement ceremony
  - If parents/guardians are separated/divorced, a diploma will be sent to each parent/guardian

A copy of the letter should be emailed to the President, Associate Director of Registration & Academic Records, the Dean of the college the student would have

graduated from, Director of Graduation Services, and any other party that may have been involved in the process.

A member from the Office of the Provost will contact the family approximately 7-10 business days following the mailing of the official letter to ensure the family received the letter and what their intentions are in regard to the graduation commencement ceremony. If the family would like to participate in the graduation commencement ceremony, this information needs to be relayed to the Director of Graduation Services.