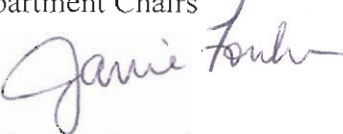


December 18, 2006

MEMORANDUM:

TO: Deans, Directors and Department Chairs

FROM: Janie M. Fouke, Provost 

SUBJECT: University Policy Governing the Awarding of Posthumous Degrees

On the few occasions when it is deemed appropriate to award a degree posthumously, there is often uncertainty regarding the appropriate procedures to follow. To respond to these situations in a sensitive and consistent manner, the following University guidelines are hereby established.

Conferring of Posthumous Degrees:

Undergraduate Degree:

- Departments should notify their college dean of a proposed degree to be awarded posthumously.
- The college dean, supporting the department's wish to award a degree posthumously, should address a letter to the provost requesting permission to grant a posthumous degree.
- The college dean's letter should include the degree and the term for which the student should be awarded the degree posthumously. It also should indicate the student's proximity to the completion of the degree.
- If the provost approves the request, the college dean will be notified in writing, with a copy sent to the Office of the University Registrar.

Professional Degree:

- These include Dentistry, Law, Medicine, Nursing, Pharmacy, Physical Therapy and Veterinary Medicine.
- A college desiring to award a degree posthumously should address a letter from the dean to the provost requesting permission to grant a posthumous degree.
- The dean's letter should include the degree and the term for which the student should be awarded the degree posthumously. It also should indicate the student's proximity to the completion of the degree.
- If the provost approves the request, the college dean will be notified in writing, with a copy to the Office of the University Registrar.

Graduate Degree:

- A department desiring to award a degree posthumously should address a letter, approved by the college dean, to the dean of the Graduate School, requesting permission to grant the posthumous degree.
- If the Graduate School dean approves, a request in writing will be submitted to the provost.
- The Graduate School dean's letter should include the degree and the term for which the student should be awarded the degree posthumously. It also should indicate the student's proximity to the completion of the degree.
- If the provost approves the request, the dean of the Graduate School will be notified in writing, with copies to the University Registrar and to the college dean.

Diploma/Transcripts/Commencement Program:

Undergraduate, Professional and Graduate Degrees:

- Upon receiving notice of the approval, the Office of the University Registrar will order a diploma and will apply the appropriate degree remarks to the student's transcript.
- The Office of the University Registrar will release the diploma to the department, college or graduate school.
- Depending on the time of the approval, the name of the posthumous recipient may be included in the printed commencement program with the appropriate annotation.

Family Notification:

Undergraduate, Professional and Graduate Degrees:

- No notification to the family should occur until the award of the degree is officially approved by the provost.
- The college dean should request a letter from the provost or president that will officially confer the degree posthumously and express sympathy on behalf of the university community. This letter can either be mailed with the diploma to the family or presented to the family with the diploma in a private ceremony.
- The letter from the provost or president does not preclude the student's department, college or the Graduate School from writing a letter to the student's family expressing sympathy with, perhaps, a personal note regarding the student's academic performance or contribution.

If you have any questions regarding these procedures, please call Betsy L. Worley (bworley@ufl.edu) or Dee Dugger (ddugger@ufl.edu) at 392-1374, extension 7242 or 7202.

cc: Steve Pritz, University Registrar