

1. PURPOSE

This policy outlines the *in memoriam* procedures to be followed when a student dies while enrolled at Sam Houston State University.

2. NOTIFICATION OF UNIVERSITY OFFICIALS

2.01 In the case of the death of a currently enrolled student, the Office of the Vice President for Student Services will be notified at once by the department/school chair, academic dean, or the office of the appropriate academic dean/director who becomes aware of that fact. The offices of the President and the Provost and Vice President for Academic Affairs will also be notified.

2.02 If the Dean of Students' Office first becomes aware of the death of a currently enrolled student, that office will notify by telephone the Department of Public Safety Services, the offices of the Vice President for Student Services, Registrar, Residence Life (if the student lived on campus), the appropriate academic dean, Public Relations, Provost and Vice President for Academic Affairs, and the President.

A formal letter of notification will be sent by the Dean of Students' Office to the offices of the President, the Vice President for Student Services, the Provost and Vice President for Academic Affairs, the appropriate academic dean, the Registrar, the Director of Public Relations, and the student's professors.

3. STANDARD PROCEDURE

3.01 The Office of the President will send a letter of condolence addressed to the deceased student's family or next of kin within five working days following notification of the death of the student.

3.02 If the deceased student has not met all the requirements of section 4, a letter of condolence and certificate of recognition *in memoriam* will be the appropriate recognition. The Associate Vice President for Academic Affairs will be responsible for obtaining a signed certificate of recognition *in memoriam* from the Office of the President (see attached example) and forwarding it to the deceased student's academic dean. The academic dean will also sign the certificate and send or present it to the family or next-of-kin of the deceased student.

4. AWARDING OF POSTHUMOUS DEGREES

If a deceased student was in his/her final semester or summer session prior to graduation and making satisfactory progress towards the completion of those hours, an appropriate diploma in the name of that student will be presented or sent by the appropriate academic dean to the family or next of kin of the deceased student.

APPROVED: _____ /signed/
James F. Gaertner, President

DATED: _____ 8/5/05 _____

CERTIFICATION STATEMENT

This academic policy statement (APS) has been approved by the reviewer(s) listed below and represents Sam Houston State University's Division of Academic Affairs' APS from the date of this document until superseded.

Original Date: August 24, 1983
Reviewer(s): Academic Policy Council

Review Cycle: August, ONY*
Review Date: August 1, 2007

Approved: _____ /signed/
David E. Payne
Provost and Vice President
for Academic Affairs

Date: _____ 8/4/05 _____

*=Odd Numbered Year