

1. PURPOSE

This policy outlines the *in memoriam* procedures to be followed upon the death of a student 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 Affairs will be notified immediately by the department chair or academic dean who becomes aware of that fact. The Office of the President and Office of the Provost 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 the offices of the Vice President for Student Affairs, Registrar, Residence Life (if the student lived on campus), the appropriate academic dean, Integrated Marketing and Communications, the Office of the Provost, and the Office of the President.

A formal letter of notification will be sent by the Dean of Students' Office to the Office of the President, the Office of the Vice President for Student Affairs, the Office of the Provost, the appropriate academic dean, the Registrar, Integrated Marketing and Communications, and the student's professors.

3. AWARDING OF POSTHUMOUS DEGREES AND CERTIFICATES OF RECOGNITION

3.01 If a deceased student was in their final semester prior to graduation and making satisfactory progress toward completion of their degree, the appropriate academic dean may request that the degree be conferred. Upon degree conferral, a diploma in the name of the student will be presented or sent by the dean to the family or next of kin, in accordance with the family's or next of kin's preferences.

3.02 If the deceased student has not met all the requirements for conferral of a posthumous degree, a certificate of recognition *in memoriam* may be provided by request of the family or next of kin. The Office of the Provost will be responsible for obtaining a signed certificate of recognition *in memoriam* and forwarding it to the student's academic dean. The academic

dean will also sign the certificate and send or present it to the family or next of kin, in accordance with the family's or next of kin's preferences.

APPROVED: <signed>
Alisa White, Ph.D., President

DATE: 7/6/2023

CERTIFICATION STATEMENT

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listed below and represents SHSU's Division of Academic Affairs' policy from the date of this document until superseded.

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

Review Cycle: Five years*
Review Date: Fall 2025

Approved: <signed>
Michael T. Stephenson Ph.D.,
Provost and Sr. Vice President
for Academic Affairs

Date: 7/5/2023

*Effective January 2018, Academic Policy Statements will be reviewed on a rotating 5-year schedule. To transition to a distributed review load, some policies may be reviewed prior to the 5-year timeframe, with subsequent reviews transitioning to the 5-year schedule.