



Registrar's Office
501 Crescent Street
New Haven, CT 06515-1355
Phone: 203-392-5301
Fax: 203-392-7144
Email: Registrar@SouthernCT.edu
Web: OneStop.SouthernCT.edu

Posthumous Recognition Request

The passing of a student is a tragedy for the University community and for the student's family and friends. A Posthumous Degree or a Certificate of Academic Achievement in Memoriam provides compassionate recognition for the student's achievement, honors the student's memory, and provides a source of solace for the bereaved family.

POLICY ON THE AWARD OF POSTHUMOUS DEGREES OR CERTIFICATES OF ACADEMIC ACHIEVEMENT IN MEMORIAM

Undergraduate and graduate students who are enrolled in degree or certificate programs at the time of their death, who will have completed at least 75% of their degree or certificate program requirements will be eligible to receive their degree or certificate posthumously.

Undergraduate and graduate students who are enrolled in degree or certificate programs at the time of their death, who will have completed less than 75% of their degree or certificate program requirements will be eligible to receive a Certificate of Academic Achievement in Memoriam.

To receive a Posthumous Degree or a Certificate of Academic Achievement in Memoriam a student must be in good standing at the University at the time of his or her death. A request for either a Posthumous Degree or a Certificate of Academic Achievement in Memoriam would usually be made by the relevant Department or Program, following consultation with the student's immediate family, and forwarded to the appropriate Dean.

The Department's request would be reviewed by the relevant Dean, in consultation with the University Registrar, and by the Dean of Graduate Studies if the student is a graduate student. If approved by the appropriate Dean, the request would be forwarded to the Provost. The Provost will render the final decision of the request in consultation with and approval by the University President and will have the authority to determine whether the student will be awarded a Posthumous Degree or a Certificate of Academic Achievement in Memoriam.

In the case of a Posthumous Degree the family of the deceased student will have the option of receiving the degree at the commencement ceremony following the student's death or in a private ceremony in the department or program, to be attended by the University President or his or her designated representative. In the case of a Certificate of Academic Achievement in Memoriam the family of the deceased student will have the option of receiving the Certificate in a private ceremony in the department or program, to be attended by the University President or his or her designated representative.

INSTRUCTIONS: Submit this form to Registrar@SouthernCT.edu with subject: Posthumous Request.

Please allow 3-4 weeks for a response.

Student ID (if known): _____

Student Name: _____

Requester Name: _____

Requestor Relation to Student: _____

Requestor Telephone Number: _____

Requester Signature: _____ Date: _____

FOR REGISTRAR OFFICE USE ONLY:

INSTRUCTIONS: Complete the information below, attach the transcript and degree evaluation to this form, and forward it to the Department Chairperson.

Good Academic Standing (Select one):

Yes

Not Eligible

Eligible Recognition (Select one):

Posthumous Degree (75%+ Completion Required)

Posthumous Certificate (75%+ Completion Required)

Certificate of Academic Achievement (Less than 75% Completion)

Registrar Signature: _____

Date: _____

FOR ADMINISTRATION USE ONLY:

INSTRUCTIONS: Review the student's academic transcript and degree evaluation. To approve this request, sign below. All signatures must be present to process this request.

Department Chair Signature: _____ Date: _____

School Dean Signature: _____ Date: _____

Graduate Dean Signature: _____ Date: _____

Provost Signature: _____ Date: _____

President Signature: _____ Date: _____

INSTRUCTIONS: When approved, the President's Office will submit the final approved form to the Registrar to request the printed diploma or certificate, and copy the Vice President of Student Affairs Office to coordinate arrangements for presentation of the diploma or certificate with the family. Please allow 2-3 weeks for document delivery to the President's Office.

Revised 6/6/2023