1.0 INTRODUCTION

The purpose of this policy is to ensure that the university responds equitably to the untimely deaths of students.

2.0 SCOPE OF POLICY

Any student enrolled at the time of his or her death in a degree, certificate, certification or specialization program is included in this policy. Alumni of UW-Stout are not included in this policy, nor are non-degree seeking special students.

3.0 STATEMENT OF POLICY

Upon learning of the death of an enrolled student, the Dean of Students office will notify the Memorials and Honors Committee of that death, and will direct the following actions:

3.1 The student’s name, hometown, date of death, and program at UW-Stout will be added to a special student memorial webpage located on the UW-Stout website. A link to an obituary will be noted when possible.

3.2 The student’s name, program and date of death will be listed at a designated place of remembrance on campus, and will be communicated via campus mail.

3.3 The Clock Tower bell will toll on a date recommended by the dean of students.

3.4 The student will be considered for a posthumous degree in accordance with the Posthumous Degree Procedure (Appendix A).

4.0 IMPLEMENTATION OF POLICY

4.1 Funding: The financial support for creating the place of remembrance will come from memorial gifts accumulated by the Stout University Foundation, with updates supported through subsequent gifts. Should memorial gifts accumulate, the Foundation will have discretion in using such funds for a memorial scholarship fund.

4.2 Management of the Memorial Process: The Dean of Students will work in conjunction with the executive director of the Stout University Foundation to make sure student deaths are accurately memorialized and that all actions noted in the statement of policy are implemented.

5.0 REFERENCES
Student Death Response Administrative Procedure http://www.uwstout.edu/asls/upload/ap022-2.pdf


Appendix A  Posthumous Degree Procedure
Return to Sequential Index.
POSTHUMOUS DEGREE CRITERIA

Posthumous degrees may be awarded at the undergraduate and graduate level. A deceased student may be considered a candidate for a posthumous degree when the following requirements are met.

Requirements for Nomination:

1. The student must have been in good academic standing with UW-Stout at the time of death. Good standing is defined as not having any of the following statuses: academic probation, academic dismissal, disciplinary suspension or expulsion.

2. The student must have been enrolled at time of death or his or her continuous enrollment was interrupted by their injury, illness, deployment, or other extenuating circumstance.

3. An undergraduate student must have earned 90 undergraduate credits (at UW-Stout or transfer).

4. A graduate student must be within 75% of degree completion as determined by program director.

5. The college in which the student was enrolled will recommend the awarding of a posthumous degree with support from the program director and dean.

Nomination/Approval Process:

1. Anybody may recommend a candidate for a posthumous degree. This recommendation must be made to the dean of students.

2. The student’s degree audit file shall be obtained from Registration and Records (undergraduate and professional students) or the Graduate School (graduate students) to verify program/plan and progress toward degree completion.

3. The program director and dean of the college in which the student was enrolled will recommend the candidate for a posthumous degree in the form of a formal written request to the provost/vice chancellor for academic and student affairs. The request must include the name of the student, the degree/program to be awarded, and the recommended semester for degree conferral.

4. If supported by the provost, the provost will submit the recommendation to the chancellor for formal approval. If approved by the chancellor:
   a. The Provost’s Office will notify the dean of students, the registrar, and the commencement coordinator.
   b. The dean of students will inform the immediate family of the university’s decision to recognize their student with this honor. This process should be kept confidential until and unless approved at all levels. If the family desires to represent the student and receive the diploma at a commencement ceremony, this must be relayed to the commencement coordinator for planning. If the family does not wish to attend the commencement ceremony, the diploma will be mailed to the requested address.

5. A posthumous degree will be printed in commencement programs within the appropriate college section. If the family chooses not to participate, this award may still be read during the ceremony (unless explicitly requested otherwise by the family). Arrangements will need to be made to ensure the “name readers” read the student’s name at the appropriate place in the ceremony.

6. The statement "awarded posthumously" will be printed on the student’s academic record but not on the diploma.