



I. PURPOSE AND SCOPE

The purpose of this policy is to establish the procedures and criteria under which Texas Southern University may recognize the academic progress and educational efforts of a deceased student through the awarding of a posthumous degree, Certificate in Memoriam, or Letter in Memoriam. This policy applies to undergraduate, graduate, and professional students enrolled at Texas Southern University and governs the institutional process for memorial recognition following a student's death prior to completion of degree requirements.

II. DEFINITIONS

Posthumous Degree: A degree awarded after a student's death in recognition of substantial completion of the academic requirements for that degree.

Certificate in Memoriam: A certificate issued by the University acknowledging a deceased student's progress toward earning a degree when the requirements for a posthumous degree have not been met.

Letter in Memoriam: An official letter issued by the Office of the Provost acknowledging that a deceased student was enrolled at Texas Southern University at the time of death.

III. POLICY PROCEDURES AND GUIDELINES

A. General Provisions

Texas Southern University may posthumously recognize the academic achievements of students who pass away prior to completing degree requirements. Recognition is granted based on the criteria established in this policy.

B. Nomination and Approval

1. **Submission:** The request for the awarding of a posthumous degree or certificate may be initiated by a family member, spouse, friend, University faculty member, or University staff.
2. **Confidentiality:** To maintain the integrity of the review process, nominators shall not be notified of the outcome until the Provost and/or President has approved the request.
3. **Official Notification:** The Office of the Provost holds sole authority for issuing the official notification regarding the outcome of a request.

IV. POSTHUMOUS DEGREE REQUIREMENTS

A. Undergraduate Guidelines

**MAPP 06.02.04 Posthumous Degrees, Certificates in Memoriam,
and Letters in Memoriam**

Section Academic Affairs
Area Academic Affairs
Original 04/07/2026
Updated



TEXAS SOUTHERN UNIVERSITY
**MANUAL OF ADMINISTRATIVE
POLICIES AND PROCEDURES**

Posthumous degrees may be awarded to a deceased undergraduate student when the following conditions are met:

1. **Credit Hour Completion:** The student completed at least 75% of the credit hours of the requirements for graduation.
2. **Recent Enrollment:** The student was enrolled as a Texas Southern University student within the preceding academic year.
3. **Degree Eligibility:** Completion of the remaining credit hours would satisfy all degree requirements and maintain compliance with University, college, and departmental GPA requirements.

B. Graduate Guidelines

Posthumous degrees may be awarded to a deceased graduate student who has completed all but the final semester of enrollment for degree completion, provided that the remaining credit hours would complete the degree and satisfy all University, college, and departmental GPA requirements. The student must have been enrolled as a Texas Southern University student within the preceding academic year.

1. Doctoral Degrees

A posthumous doctoral degree may be awarded where the deceased student met the following criteria:

- a. **Candidacy:** The student must have been formally admitted to doctoral candidacy.
- b. **Research Progress:** The student must have made substantial progress toward the completion of the approved research.
- c. **Dissertation Submission:** The student must have submitted a dissertation in draft form.
- d. **Committee Evaluation:** The dissertation draft must be acceptable to the student's advisory committee as indicating the expected mastery of material and independent capability in research.

2. Other Professional Degrees

A posthumous professional degree, including but not limited to the Juris Doctor (J.D.) or Doctor of Pharmacy (PharmD), may be awarded where the deceased student met the following criteria:

**MAPP 06.02.04 Posthumous Degrees, Certificates in Memoriam,
and Letters in Memoriam**

**Section
Area
Original
Updated**

**Academic Affairs
Academic Affairs
04/07/2026**



**TEXAS SOUTHERN UNIVERSITY
MANUAL OF ADMINISTRATIVE
POLICIES AND PROCEDURES**

-
- a. **Academic Standing:** The student must have been making satisfactory academic progress at the time of death.
 - b. **Completion Expectation:** The student must reasonably have been expected to complete all remaining academic requirements for graduation.

C. General Requirements for All Posthumous Degrees

The following requirements apply to the awarding of all posthumous degrees:

1. **Dean Certification:** The Dean of the deceased student's college or school must certify that the student would likely have completed all requirements for the degree by the end of the current term.
2. **Final Approval:** The appropriate degree may be awarded posthumously upon the recommendation of the Provost and approval of the President.
3. **Transcript Notation:** The deceased student's transcript shall indicate that the degree was awarded posthumously
4. **Commencement:** A posthumous degree may be presented during a Commencement Ceremony to a family member, spouse, or other designated representative, as determined by the Office of the Provost.
5. **Alternative Recognition:** Cases that do not meet the above criteria for a posthumous degree may be reviewed under Section V of this policy, Certificate in Memoriam Guidelines.

V. CERTIFICATE IN MEMORIAM GUIDELINES

In cases where it is determined that a student did not meet the above requirements for a posthumous degree, the University may award a Certificate in Memoriam to acknowledge a deceased student's progress toward earning a degree.

A. Eligibility Criteria

1. The student must have been enrolled in at least one of the last two semesters.
2. The student must have completed a minimum of thirty (30) semester credit hours.
3. The student must have been in good academic standing with the University.

**MAPP 06.02.04 Posthumous Degrees, Certificates in Memoriam,
and Letters in Memoriam**

Section Academic Affairs
Area Academic Affairs
Original 04/07/2026
Updated



TEXAS SOUTHERN UNIVERSITY
**MANUAL OF ADMINISTRATIVE
POLICIES AND PROCEDURES**

B. Procedures

1. **Audit:** The academic advisor shall complete a degree audit and submit it to the Dean and the designated institutional official.
2. **Preparation:** Upon approval, the Provost (or designee) shall notify the Registrar's Office to prepare and print the certificate.
3. **Completion:** The Registrar's Office will inform the Dean's Office once the certificate is finalized and will forward it to the Dean of the appropriate college or school under which the deceased student majored.
4. **Presentation:** The Dean's Office shall present the Certificate in Memoriam to the requesting family member or designated representative.
5. **Commencement Exclusion:** A Certificate in Memoriam is a private institutional recognition and shall not be awarded at a Commencement Ceremony.

VI. LETTER IN MEMORIAM

In cases where it is determined that a student did not meet the requirements for a posthumous degree or a Certificate in Memoriam, the Office of the Provost may issue a Letter in Memoriam acknowledging the student's enrollment at Texas Southern University.

A. Purpose

The Letter in Memoriam serves as an official acknowledgment from the Office of the Provost that the deceased student was a member of the Texas Southern University community and was actively enrolled at the time of their passing.

B. Eligibility and Issuance

1. **Scope:** This recognition is available for students who do not meet the specific credit hour or academic progress requirements for a degree or certificate.
2. **Authority:** The Office of the Provost is the sole office authorized to issue a Letter in Memoriam.
3. **Content:** The letter shall formally acknowledge the student's enrollment and express the University's condolences to the family or designated representative.

C. Commencement Exclusion

A Letter in Memoriam is a private administrative recognition and shall not be presented during a formal Commencement Ceremony.