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POSTHUMOUS AWARDS

POLICY NUMBER	ED 11-0
APPROVAL DATE	DECEMBER 14, 2009
LAST AMENDMENT	JANUARY 14, 2005
REVIEW DATE	DECEMBER 2014
AUTHORITY	SENATE
PRIMARY CONTACT	PRESIDENT AND VICE-CHANCELLOR

**POLICY**

Posthumous certificates, diplomas or degrees may be awarded at the discretion of the Division/Faculty/School Dean on the recommendation of the relevant Department and Program faculty. To be eligible, a student for whom such a recommendation is made must normally have succeeded in completing at least the first three-fourths of their program and have begun the final fourth. The notation "posthumous" will be recorded on the student's transcript, but will not appear on the certificate, diploma, or degree document.

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**REGULATIONS**

1. Department Chairs, Academic Directors, or Program Coordinators will bring forward to the Dean any request for a posthumous award of a certificate, diploma or degree for a student enrolled in a program under their jurisdiction.
2. When a student has substantially completed course requirements in the last fourth of the program, the transcript will list prorated grades as provided to the Registrar by the Dean after consultation with the relevant Chair. Otherwise, no grades will be recorded for incomplete program requirements.
3. The Dean will convey to the Registrar's Office, with a copy to the Chief Student Affairs Officer, a written request for preparation of the posthumous award of the certificate, diploma or degree. The request will provide the student's name, student number and program standing.
4. The Registrar's Office will ensure that the student's name appears on the graduation list that is sent to the Dean for approval, and that the certification is listed in the convocation program with the notation that it is being awarded posthumously.

5. The Chief Student Affairs Officer will contact the student's family to determine how and when the relevant certificate, diploma or degree document is to be presented or delivered.
6. If the document is to be presented at Convocation, a person named by the family may receive it at the ceremony. The Chief Student Affairs Officer will brief the family representative on the details for recognition during the Convocation ceremony. The student's name will be listed and read out as the final graduand in the respective program.

NO LONGER IN FORCE