

POSTHUMOUS CREDENTIAL PROCESS

Owner: Registrarial Services

Version: V1

Effective Date: 8/18/2023

PURPOSE:

A posthumous credential may be awarded at the discretion of the Registrar upon request by the program area. The Dean/Executive Dean will make a recommendation for a posthumous credential and will follow the conditions set forth in this process.

RESPONSIBILITIES:

Dean/Executive Dean

- Provides recommendation to the Registrar's Office for a posthumous credential.

Registrar or designate

- Confirms that the student meets the requirements.
- Verifies that there is communication with the next of kin and/or family to arrange for presenting the posthumous credential.

Associate Registrar, Academic Records, Registration and Enrolment Reporting

- Ensures credential is prepared in accordance with the process and the student record is updated.

PROCESS FOR AWARDING A POSTHUMOUS DEGREE, DIPLOMA, ADVANCED DIPLOMA, OR ONTARIO GRADUATE CERTIFICATE

1. Dean/Executive Dean provides the recommendation for a posthumous credential to the Registrar.
2. The Registrar or designate confirms that the student has met the criteria for the posthumous credential.
 - a. The student passed away within 12 months of the last registration
3. The Registrar or designate will contact the family of the deceased student to discuss possible arrangements for the awarding of the credential.

4. The deceased student's name will be included in the appropriate convocation program with an asterisk next to the name with a notation that the credential has been awarded posthumously.
 - a. The notation "posthumous" will be recorded on the student's transcript but will not appear on the credential.
5. The college will endeavor to provide next of kin with reasonable options on how to receive the posthumous credential.

PROCESS FOR AWARDING A POSTHUMOUS CREDENTIAL AT CONVOCATION

1. If the next of kin or delegate would like to accept the credential on behalf of the student at convocation:
 - a. The tassel or hood will be placed over their arm.
 - b. The reader will read the name of the next of kin or delegate who is accepting the posthumous credential on behalf of the student who has passed away.

REFERENCES:

Freedom of Information and Protection of Privacy Act (FIPPA)

RELATED DOCUMENTS:

Academic Credential Procedure

REVISION LOG:

Academic Forum
Academic Coordinating Committee

June 28, 2023
August 18, 2023