

Awarding of Credentials Posthumously or for Terminally Ill Students Procedure

Parent Policy	Awarding of Credentials Posthumously or for Terminally Ill Students Policy
Policy Category	Academic
Policy Sponsor	Provost and Vice-President, Academic
Policy Contact	Associate Registrar, Transfer Credit Services, Office of the Registrar
Procedure Contact	Associate Registrar, Transfer Credit Services, Office of the Registrar
Effective Date:	January 30, 2025
Review Date:	January 30, 2030

1. Purpose

These procedures provide direction for how to implement the Awarding of Credentials Posthumously or for Terminally Ill Students Policy.

2. Scope

These procedures apply to all students who are enrolled in a credential program.

3. Definitions

Term	Definition
Credentials	Degrees, diplomas, or certificates awarded on successful completion of a program of study. Credential regulations specify the requirements that a student must meet in order to be awarded a credential.
Next of Kin	A person's closest living relative or relatives (e.g. spouse, interdependent partner, parent, adult child, sibling).
Parchment	Document issued by Athabasca University that communicates the nature of the credential and date of conferral. This document is signed and sealed by University officials.
Posthumous	Occurring after one's death.

Transcript	An official document issued by the University that conveys information related to the Official Student Record.
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4. Procedures

- 4.1 Deceased students who have completed all the published requirements of their credential, but have not yet graduated, will be advanced through the regular graduation process. Their name will go forward to the subsequent General Faculties Council for approval to award the credential.
- 4.2 For deceased students or students who are terminally ill who have completed a minimum of 75 per cent of the published program requirements, requests for awarding by exception posthumously or to terminally ill students must be submitted in writing.
 - a. Requests may be submitted via email or regular mail to the Associate Registrar, Transfer Credit Services, Office of the Registrar.
 - b. The credential can be requested by the terminally ill student, the next of kin, a faculty member, or a person or group other than the next of kin.
 - c. Credential requests for a terminally ill student, must be accompanied by an official letter from a practicing medical doctor, confirming the student is terminally ill to be considered.
 - d. If a credential for a deceased student is being requested by someone other than the next of kin, consent of the next of kin will be required to award the credential.
- 4.3 The Associate Registrar, Transfer Credit Services, will recommend to the Program Director, Dean and the Provost and Vice President Academic (P&VPA) that the University award the credential to the student. The P&VPA, in consultation with the Dean, or designate, will make the final decision in the best interest of the University and the deceased or terminally ill student, and advise the Associate Registrar, Transfer Credit Services, of the decision. The Associate Registrar, Transfer Credit Services,

will then notify the person who has requested the credential be awarded (if not the student).

- 4.4 If approved by exception, the name of the candidate will be recommended by the Office of the Registrar to General Faculties Council for the awarding of the credential.
- 4.5 The student's name will be published with all other graduating students who convocate at that time.
- 4.6 The student's next of kin may participate in the convocation ceremony as a guest and accept the participation letter on behalf of the deceased or terminally ill student. Alternatively, If the terminally ill student is able to participate in the convocation ceremony, they will be invited to attend.
- 4.7 A posthumous notation will be added to a deceased student's transcript that reads:
 "[Credential Title] Awarded Posthumously"
 This notation will not be noted on the parchment.

5. Applicable Legislation and Regulations

[Alberta Freedom of Information and Protection of Privacy Act](#)

6. Related Policy, Procedures and Documents

[Awarding of Credentials Posthumously or for Terminally Ill Students Policy](#)

[Application for Graduation Policy](#)

[Application for Graduation Procedures](#)

Document History

<i>Date</i>	<i>Action</i>
January 30, 2025	Revised Policy Approved by GFC, Motion# 090-04
Dec. 4, 2012	Approved by GFC – Academic Planning and Policy Committee, Motion 08-05
Dec. 6, 2000	Athabasca University Academic Council, Motion 160.08
November 1996	Reviewed
March 15, 1988	Approved by Athabasca University Academic Council, Motion 64.3