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## Posthumous Awarding of Credentials Procedures (103a)

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<b>Policy Sponsor:</b>	Office of the Registrar
<b>Name of Parent Policy:</b>	<a href="#">Posthumous Awarding of Credentials Policy (103)</a>
<b>Policy Contact:</b>	Associate Registrar, Transfer Credit Services
<b>Procedure Contact:</b>	Associate Registrar, Transfer Credit Services
<b>Effective Date of Procedures:</b>	December 4, 2012
<b>Review Date:</b>	Annually

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### Purpose

This procedure sets out the terms and conditions for awarding a credential posthumously at Athabasca University (AU).

### Definitions

<b>Credentials</b>	Degrees, diplomas, or certificates awarded on successful completion of a program. Credential regulations specify the requirements that you must meet in order to be awarded a credential, such as the total credits required, the minimum credits that must be completed at the senior level, and the minimum credits that must be completed at AU (residency requirements).
<b>Next of kin</b>	a person's closest living relative or relatives.
<b>Posthumous</b>	Occurring after one's death.

### Procedure

1. The next of kin, or a person or group other than the next of kin may request the posthumous awarding of a credential, however, the request will only be considered if the consent of the next of kin has been obtained. Requests must be submitted in writing and may be submitted



via email, fax, or regular mail to the Associate Registrar, Transfer Credit Services, in the Office of the Registrar.

2. If a deceased student has completed all of the published requirements of their credential, their name will go forward to the next General Faculties Council for approval.
3. If the student has completed at least three-quarters of their program, the Associate Registrar, Transfer Credit Services, will recommend to the Program Director and Provost and Vice President Academic (P&VPA) the posthumous awarding of the credential. The P&VPA, in consultation with the Program Director, will make the final decision in the best interest of AU and the deceased 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 posthumous awarding of credentials.
4. Credentials to be awarded posthumously will be approved via the normal approval process for graduates. The candidates will be recommended by the Office of the Registrar to General Faculties Council.
5. The student's name will be published in the Convocation program for the first Convocation ceremony following the student's death.

### **Applicable Legislation and Regulations**

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

### **Related References, Policies, Procedures and Forms**

[Posthumous Awarding of Credentials Policy \(103\)](#)

[Application for Graduation Process for Graduate and Undergraduate Credentials Policy \(041\)](#)

### **History**

Academic Planning and Policy Committee, December 4, 2012, Motion 08-05 (Associated policy approved by GFC)