



Operational Policies and Procedures

Division: Students	Topic: Awarding of Posthumous Diploma Policy and Procedures
Policy No. S016	Effective: May 2016
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Policy

A deceased student who did not complete all requirements for his/her diploma at the time of death may be awarded a diploma posthumously provided the following conditions are met:

1. The student died while a student.
2. The student was in good academic and disciplinary standing with a high enough standard that eventual graduation was expected.
3. The student has successfully **completed** a minimum 75% of the program of study.
4. The College President approves the awarding of the Posthumous Diploma upon recommendation of the deceased student's instructor and campus Senior Administration after ascertaining that conditions 1 and 2 have been met.

Reason for Policy

To recognize the academic achievement of students who have died, and to empower Campus Administration to award diploma's posthumously where the student has competed enough of the planned diploma.

Procedure

Upon receiving notice of the death of a student, the Registrar, in consultation with the Senior Campus Administration, shall determine if the deceased student is eligible for a posthumous diploma and communicate this information to the College President for review.

The recommendation of the Campus Administration will be forwarded to the College President.

If approved, the President will notify the Campus Administration. The campus Registrar will follow by preparing the Diploma and Transcript. The Transcript will reflect that the diploma was awarded posthumously.

Upon agreement of all parties, the Campus Administration will communicate with the next of kin to confirm whether the family wishes to have a posthumous diploma and discuss possible arrangements for the awarding of the diploma.

If the family wishes, a representative may cross the stage during the Convocation in place of the deceased student to receive the diploma.