

Procedure Information	
Related to Policy No:	E-1.43
Approved by:	Education Council
Approval Date:	May 9, 2023
Date of Next Review:	May 2028

AWARDING OF A POSTHUMOUS CREDENTIAL PROCEDURES

Definitions

Credentialed Program

A program for which an Education Council approved credential is granted once all program graduation requirements are met.

Next of Kin

A person's closest relative or designate.

Posthumous

Occurring after one's death.

Procedures

1. When notice of the death of a student is received by the Office of the Registrar, a review of the student eligibility to receive a credential will be conducted.
2. The decision to grant a posthumous credential will be approved through the Registrar, the appropriate Educational Administrator, and through consultation with the family.
3. Students who had completed all their credentials' graduation requirements prior to their death are to have their credentials awarded under the standard graduation process.
4. To be eligible for a posthumous credential, the student must:
 - 4.1. Be in good academic standing during the last completed term;
 - 4.2. Have completed at least 75% of their coursework required for the respective credential; and
 - 4.3. Have completed at least one semester at the College of New Caledonia.
5. If less than 75% of the students' credential was completed, if appropriate, a lesser credential may be awarded if the student met a minimum of 75% of the requirements for that credential.

6. The notation indicating that the credential awarded was posthumous, will be noted on the transcript but not on the credential.
7. Posthumous credentials may be awarded at the next convocation ceremony and will be reflected in the convocation program as "Awarded Posthumously."
8. The Office of the Registrar will arrange for awarding of the credential if appropriate and as per the next of kin's wishes.

Links to Other Related Policies, Documents, and Websites

Awarding of a Posthumous Credential policy E-1.43

College Credentials policy E-1.10

Death of a Student policy E-1.48

Procedure Amendment Log

Amendment Number:	Date:
0	March 6, 2018
1	May 9, 2023
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