

 <b>CAPILANO UNIVERSITY</b>		<b>POLICY</b>	
Policy No.		Officer Responsible	
<b>S2011-02</b>		<b>Vice-President Academic and Provost</b>	
Policy Name			
<b>Posthumous Credential</b>			
Approved by	Replaces	Category	Next Review
<b>Senate</b>		<b>Academic</b>	<b>April, 2031</b>
Date Issued	Date Revised	Date in effect	Related Policies
<b>November 1, 2011</b>	<b>April 7, 2026</b>	<b>April 7, 2026</b>	

## 1. PURPOSE

- 1.1 Capilano University (the "University") is committed to recognizing and acknowledging the academic achievement of its students. The death of a student always carries a burden of sadness, and in times of mourning, clear guidelines of how to approach practical matters eases the stress on both the student's next-of-kin and those tasked with handling the student's internal academic file. This policy has been developed to outline the specifications of awarding a degree posthumously.

## 2. DEFINITIONS

"Student" means an individual enrolled in any course (credit or non-credit) at the University.

## 3. SCOPE

- 3.1 The policy applies to all Students.

## 4. POLICY STATEMENT

- 4.1 The University may grant credentials posthumously to Students who have completed all of the requirements needed for their academic program at the time of their death, or alternatively, in cases where their academic unit can demonstrate that the Student was likely to complete the course work satisfactorily.

## 5. POSTHUMOUS CREDENTIAL REQUIREMENTS

- 5.1 The University may award a posthumous credential to a Student who:
- a) died while registered as a Student, or who died up to 12 months after the submission date of the final grade of their last-completed course;
  - b) met the residency requirements for their program at the University; or
  - c) completed a minimum of 75% of the credential with the expectation that eventual graduation was anticipated.

**6. DESIGNATED OFFICER**

- 6.1 The Vice President, Strategic Planning, Assessment & Institutional Effectiveness is the Policy Owner, responsible for the oversight of this Policy. The Administration of this Policy and the development, subsequent revisions to and operationalization of any associated procedures is the responsibility of the AVP, Enrollment Management and University Registrar.

**7. RELATED POLICIES AND GUIDANCE**

S.2017-04 Graduation

S.2015-05 Credential and Course Criteria

OP.425 Death or Serious Incident Support Policy