

1.0 ASSOCIATED POLICY

- Credentials policy

2.0 PROCEDURE PURPOSE

2.1 MacEwan University (the “University”) recognizes the need to publicly acknowledge the efforts of Students who are unable to complete their program due to a Terminal Illness or death. This procedure communicates the University’s commitment in that regard and establishes what will be followed in determining whether a Posthumous Ministry-approved Credential, Posthumous Certificate of Recognition or Honorary Credential is appropriate.

3.0 APPLICABILITY

3.1 This procedure applies to all Students who, prior to completing the program in which they are registered, pass away or are unable to continue their program due to Terminal Illness.

4.0 DEFINITIONS

Applicant

Employees, family members of the Student, friends of the Student, or the Student themselves who submit an Application.

Application

A written request, in the prescribed form, to award a Posthumous Ministry-approved Credential, Posthumous Certificate of Recognition or Honorary Credential to a Student.

Dean

The dean of the faculty or school in which the Student was enrolled.

Family Representative

A designated member of the Student's next of kin, or another individual, who serves as a point of contact between the University and the Student's family.

Honorary Credential

A University document that is awarded to a Student who has a Terminal Illness and who has not met the requirements to complete the program in which they are enrolled.

Posthumous Certificate of Recognition

A University document issued to a Student who was unable to complete their program due to death, where that Student does not qualify for a Posthumous Ministry-approved Credential.

Posthumous Ministry-approved Credential

The associated credential of a program which has been approved by the Alberta Ministry of Advanced Education is awarded to a deceased Student.

Student

For the purpose of this policy, a Student is an individual with an enrolment record in any program at the University who has not completed the program due to death or Terminal Illness.

Terminal Illness

An illness that cannot be cured or adequately treated and that is reasonably expected to result in death.

5.0 PROCEDURE ELEMENTS

5.1 Application for Consideration

- 5.1.1 Prior to the consideration of a Student for a Posthumous Ministry-approved Credential, Posthumous Certificate of Recognition, or Honorary Credential, an Applicant must submit an Application to the Office of the University Registrar.
- 5.1.2 An Application must include:
 - 5.1.2.1 the name of the Student;
 - 5.1.2.2 the relationship between the Applicant and the Student;
 - 5.1.2.3 contact information for the Student's Family Representative, if known;
 - 5.1.2.4 documentation regarding the status of the Student (e.g. a death certificate, an obituary, or a signed letter from the Student's physician); and
 - 5.1.2.5 details that speak to the Student's dedication to education and involvement in the University's community.
- 5.1.3 Upon receipt of the application, the Office of the University Registrar will review the request and the Student's record. The Death of a Student Standard will be followed, as applicable. The Office of the University Registrar will forward the Application to the Dean for consideration (as per 5.2 and 5.3).

5.2 Award Requirements

- 5.2.1 The Posthumous Ministry-approved Credential shall be awarded when the Student:
 - 5.2.1.1 has died;
 - 5.2.1.2 has completed approximately 50% or more of the requirements needed to complete their program (as determined by the faculty or school) or made a significant contribution to the University community; and
 - 5.2.1.3 continued progression was reasonably expected.
- 5.2.2 A Posthumous Certificate of Recognition shall be awarded when the Student:
 - 5.2.2.1 has died and is not recommended for the award of a Posthumous Ministry-approved Credential due to not meeting the requirements outlined in 5.2.1.
- 5.2.3 An Honorary Credential shall be awarded when the Student:
 - 5.2.3.1 is unable to continue their studies due to Terminal Illness; and

5.2.3.2 has completed approximately 50% or more of the requirements needed to complete their program (as determined by the faculty or school) or made a significant contribution to the University community.

5.2.4 Considerations may be made on other compassionate grounds and each case will be examined on its own merits

5.3 Award Decision Process

5.3.1 Upon receiving notice from the Office of the University Registrar, the Dean, in their sole discretion, may make a recommendation to the General Faculties Council to award a Posthumous Ministry-approved Credential, Posthumous Certificate of Recognition, or Honorary Credential. The recommendation shall include all relevant information and rationale to support the student's eligibility to be granted the award.

5.3.2 On the recommendation of the Dean, a motion will be presented to the General Faculties Council, who will vote on the matter. The decision of General Faculties Council will be final.

5.3.3 The Dean or the Office of the University Registrar will contact the Applicant, and the Student or the Student's Family Representative if applicable, regarding the University's decision. Options for the next steps will be discussed.

5.3.3.1 The award will only be granted and processed with the consent of the Student or the Student's Family Representative. If consent is not received, the Dean or the University Registrar will inform the Applicant and General Faculties Council.

5.3.3.2 In the event of a dispute between multiple Family Representatives, documentation will be required to confirm legal power of attorney or executor of an estate. That individual will hold the authority to act as the Student's Family Representative.

5.4 Presentation of Award

5.4.1 The bestowment of a Posthumous Ministry-approved Credential, Posthumous Certificate of Recognition or Honorary Credential shall occur at Spring or Fall Convocation during a special presentation which may include the following options:

5.4.1.1 if terminally ill and still able, the Student will be invited to cross the stage to accept the award.

5.4.1.2 if the Student is deceased, an invitation to attend the Convocation ceremony will be sent to the Family Representative.

5.4.1.3 the presentation of the award will take place regardless of attendance by either the Student or the Family Representative.

5.4.1.4 other arrangements may be considered in partnership with the Office of the President and Office of the Provost and Vice-President, Academic.

5.4.2 All Posthumous Ministry-approved Credential and Posthumous Certificate of Recognition parchments will include the phrase "awarded posthumously". The transcript will be notated in the same manner.

6.0 RELATED POLICIES, PROCEDURES, FORMS AND OTHER DOCUMENTS

- Death of a Student standard
- Graduation policy
- Posthumous or Honorary Award Application

7.0 ACCOUNTABILITY

Responsible Office

Office of the University Registrar

8.0 HISTORY

Relevant Dates

Approved: **23.02.13**

Effective: **23.02.27**

Next Review: **28.02**

Modification History

23.02.13: New procedure approved by General Faculties Council Executive Council Motion # GF-EC-03-02-13-2022/23 and effective February 27, 2023 in conjunction with effective date of Awarding Posthumous Credentials policy and procedure rescission approved by General Faculties Council Motion # GFC-04-02-27-2022/23.