AWARDING OF DEGREES, ASSOCIATE DIPLOMAS, 
AND DEGREE CERTIFICATES/ DIPLOMAS IN EXTRAORDINARY 
CIRCUMSTANCES

Authorization: Senate, via the joint Boards of Undergraduate and Graduate Studies
Effective: December 5, 2012

1.0 PURPOSE

The purpose of this policy is to outline criteria for the awarding of recognition or commemoration of students who are unable to complete their studies owing to death or permanent incapacitation. Permanent incapacitation means the student will never be able to continue in their studies, even with assistance.

Recognition may take the form of

- An academic degree, associate diploma, degree certificate/ diploma which is awarded posthumously or in the event of permanent incapacitation.
- A special “In Commemoration” parchment (for example, Bachelor of Arts in Commemoration) awarded posthumously or in the event of permanent incapacitation.

2.0 ELIGIBILITY

- An academic degree, associate diploma, or degree certificate/ diploma may be awarded posthumously if all program requirements were completed prior to death. In the case of permanent incapacitation, an academic degree, associate diploma, degree certificate or degree diploma may be awarded if all program requirements were completed prior to the date of permanent incapacitation. The student’s transcript shall include the notation that the degree, associate diploma or degree diploma/ certificate was conferred.
- An academic degree, associate diploma, degree certificate/ diploma may also be awarded posthumously or to a student who is permanently incapacitated if at least 75 per cent of the program requirements have been completed (and in the case of thesis-based graduate degrees, the student had achieved significant progress on a thesis or dissertation, according to the opinion of the graduate faculty advisor).
- An “In Commemoration” parchment may be awarded to a student who was enrolled in a degree, associate diploma, or degree certificate/ diploma but had not completed 75 per cent of the program requirements (or in the case of thesis-based graduate degrees, had not achieved significant progress on a thesis or
dissertation, in the opinion of the graduate faculty advisor and department chair) at the time of death or permanent incapacitation. An “In Commemoration” notation shall be entered on the student’s transcript.

3.0 PROCEDURES

Normally, the Office of Student Affairs will initiate a request for the appropriate form of recognition according to the eligibility requirements as listed under section 2.0 of this policy, upon notification of the student’s death or permanent incapacitation. The Office of Student Affairs will work with the Office of Registrarial Services, the Office of Graduate Studies, or the regional campuses as appropriate, to confirm enrollment and verify the student’s progress towards completion of program requirements. Once eligibility is confirmed, the Office of Student Affairs shall provide the next-of-kin with information regarding arrangements for conferral of a degree at a convocation ceremony or in absentia. An “In Commemoration” parchment will be delivered to the next of kin.