

Approval Authority: Education Council**Last Approved:** June 4, 2025**Administrative Responsibility:** Office of the Registrar**Next Review:** May 2028

PURPOSE

NVIT honours the academic achievements of learners who have passed away by awarding posthumous credentials that are recorded on their transcripts. This gesture acknowledges the profound loss felt by the NVIT Community and the broader circle of those who knew and loved them. By presenting the credential to a family-designated individual, NVIT offers a way for loved ones and the Community to celebrate and share in the learner's academic journey and accomplishments.

POLICY & PROCEDURES

- To be eligible, a learner must have completed at least seventy-five percent of their program begun the remaining twenty-five percent in the last 18-months.
- The learner must have been in good academic and disciplinary standing at the time of death.
- The decision to grant a posthumous credential will be approved through the Registrar, the appropriate Dean, and through consultation with the family.
- The request to award a posthumous credential will go to the Dean's Office for a learner enrolled in a program under their jurisdiction.
- The Dean's Office will convey to the Registrar's Office a written request for the preparation of the posthumous credential.
- The Office of the Associate Vice President, Students or delegate will contact the learner's family to determine if, how, and when the relevant posthumous credential is to be presented or delivered.
- If the posthumous credential is to be presented at an upcoming Graduation Ceremony, a designated representative named by the family may receive the posthumous credential at the ceremony. The Office of the Associate Vice President, Students or delegate will connect with the designated representative on the details for recognition during the Graduation ceremony. The learner's name will be listed and read out as the final graduand in the respective program.
- NVIT will waive the cost of the graduation fee and credential frame for all posthumous credentials.

- The notation “posthumous” will be recorded on the learner’s official transcript but will not appear on the credential.

CULTURAL PROTOCOLS

NVIT acknowledges that each Indigenous Nation, Community, and family holds distinct cultural protocols and ceremonies for honouring a loved one who has passed. We recognize and respect that these practices, including when and how a learner is remembered, songs, prayers, or other Sacred Traditions, are determined by the family and should be observed in accordance with their wishes and timelines.

DEFINITIONS

Posthumous: awarded after the death of the learner.

Credential: A document provided as evidence of learning based on completion of a recognized program of study. Degrees, diplomas, and certificates are examples of academic credentials. All NVIT credentials will be issued by the Office of the Registrar and signed by the President, Registrar, and NVIT Board of Governors Chair. Other documents, for example a course completion document, may bear the NVIT logo but will not bear the Registrar’s signature. Such documents may have other signatories as approved by the Registrar (Continuing Studies certificates).

Transcript: an official permanent record of a learner’s academic standing. This record is maintained by the Office of the Registrar and includes Education Council approved academic notations, courses, grades and credentials – those earned and/or in progress.

Learner: An individual who is registered or was registered in a course or program of study at the Institute.

Family: Spouse, parents, grandparents, children (inclusive of adopted, half and stepchildren), grandchildren, siblings, cousins, aunties and uncles, and in-laws.

RELATED POLICIES

- A.3.9 Credentials Policy and Procedures
- C.3.10 Grading System
- C.3.11 Transfer Credit

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