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## Deceased Student Policy

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<b>Policy Sponsor:</b>	Office of the Registrar
<b>Policy Contact:</b>	Coordinator, Enrolment, Records, and Examination Services
<b>Policy Number:</b>	115
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<b>Review Date:</b>	Annually
<b>Procedure:</b>	<a href="#">Deceased Student Procedures</a>

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### Purpose

To define the process to be undertaken by Athabasca University (the University) upon notification of the death of a student.

### Definitions

#### **Active Student**

A student who is currently registered in an Athabasca University course or has completed a University course within the last 12 months, or a student who is currently registered in a course at another institution under a Letter of Permission from Athabasca University or who has completed such a course within the last 12 months. The 12-month period is based on the most recent Course Contract End Date, course completion date, or the date of withdrawal from an Athabasca University course.

#### **Course Contract End Date**

Usually, the last day of the month at the end of the course contract period, which is:



- the last day for students to complete and submit all required course work associated with an individualized study course, or;
- the date the final grade is assigned to the course (when all coursework is marked and a final grade is assigned earlier than the course contract end date), or;
- the date of the last scheduled course meeting.

**Course Contract Start Date**

The date students officially start a course; usually the first day of the month of the course contract period or the date of the first scheduled class.

**Deceased Student**

For the University's purposes, a student is declared deceased upon receipt of a copy of the student's death certificate or obituary.

**Executor**

A person appointed in a decedent's will to carry out the provisions of that will.

**Next of Kin**

A person's closest living relative or relatives (e.g. spouse, adult interdependent partner, parent, adult child, sibling).

**Official Student Record**

A file containing documents and data, regardless of their physical medium (paper, electronic), their format, type, or characteristics, which was created to gather, store and preserve information regarding a student's entire history of learning at a post-secondary institution. The file includes courses, grades, credits, degrees and other information pertaining to the file's subject.

**Policy Statements**

1. Upon verification of a student's death, the University will inactivate the student's record, withdraw them from current courses, and provide a refund, where applicable.
  - a. The Office of the Registrar must receive a copy of the student's death certificate or obituary before the student can be withdrawn from their course(s). Upon notification that the student is deceased, the Office of the Registrar will update the Official Student Record. The student will be withdrawn from all courses in which she or he



was actively registered, even if it is beyond the normal time limits for processing withdrawal requests. The date of withdrawal will be the date of death.

- b. If a student's death occurs before the Course Contract Start Date, a full refund of those courses shall be processed and the withdrawal processing fee will be waived.
  - c. No course refund will be granted if the student's death occurs after the Course Contract End Date. No additional refund shall be processed if the course materials are returned at a later date.
2. If the student was enrolled in a program, and depending on how much of the program is completed, the student may be awarded their credentials posthumously, according to the [Posthumous Awarding of Credentials Policy](#).

### **Applicable Legislation and Regulations**

Alberta's [Freedom of Information and Protection of Privacy Act](#)

### **Related References, Policies, Procedures and Forms**

[Deceased Student Procedure](#)

[Posthumous Awarding of Credentials Policy](#)

[Posthumous Awarding of Credentials Procedures](#)

[Course Material Returns and Refunds Policy](#)

### **History**

Athabasca University General Faculties Council, June 14, 2017, Motion # 38-03 (revised)

Academic Council, April 18, 2001 Motion no.163-6 (revised)

November 1996 (revised)

Registrar, October 9, 1990 (Approved)