

**AGA KHAN UNIVERSITY**  
**Guidelines, Policies and Procedures**

<b>Policy Name</b>	Guidelines for the Posthumous Awarding of a Degree or Diploma
<b>Policy Number</b>	032
<b>Approved by</b>	Academic Council
<b>Date of Original Approval</b>	January 14, 2015
<b>Date of Revision</b>	July 24, 2019
<b>Contact Office</b>	Office of the Registrar

## **1.0 PREFACE**

- 1.1 From time to time, the University may be asked to award a degree / diploma when a student has passed away before completing programme requirements.
- 1.2 For undergraduate programmes, normally the University will accept such a request if the student has completed a minimum of 75% of the programme's course work requirements.
- 1.3 For graduate programmes, where the student was pursuing a degree that requires the completion a research project and / or the writing of a thesis or dissertation, the project must be substantially completed and a draft version of the thesis or dissertation must have been submitted.

## **2.0 PROCESS**

- 2.1 A request to award a degree / diploma posthumously will be communicated to the University Registrar by the Dean of the academic unit.
- 2.2 The awarding of the posthumous degree / diploma will be communicated via a notation on the list of graduands normally distributed to Academic Council.
- 2.3 The deceased student's name will be included in the appropriate Convocation booklet with an added notation that the degree / diploma has been awarded posthumously.
- 2.4 The name of the deceased student will not be read during the Convocation ceremony.

## **3.0 PRESENTATION OF THE PARCHMENT**

- 3.1 If the family wishes, the deceased student's parchment will be presented in a private ceremony to be held immediately after the Convocation ceremony.

- 3.2 Whenever possible, the Chairman of the Board of Trustees, the President and Provost of the University and the Dean of the student's academic unit will make the presentation of the parchment to the family.