

 <p>Confederation COLLEGE</p> <p>OPERATING PRACTICE</p>	Number:	1-1-14
	Originator:	
	Approved By:	College Planning Committee
	Effective Date:	April 17, 2013
	Replaces:	NEW
DEATH OF A STUDENT PROTOCOL		

1. PURPOSE

- 1.1. In the event of a student death, the College has a responsibility to coordinate a compassionate and timely institutional response. Staff will work in a coordinated fashion to address human needs and business matters.
- 1.2. When it is confirmed that a student has died, the following protocol is recommended.

2. PROCESS

- 2.1. The Registrar will take the lead on the College's response
- 2.2. Before releasing the details of the death of a student, verification and permission to release the student's name must be obtained from the next of kin, unless already published by the media, e.g. an obituary. Prior to obtaining consent, only those employees on a need to know basis will be informed, e.g. Public Safety. Staff members who become aware of a student death should notify the Registrar.
- 2.3. The Registrar will determine when it is appropriate to advise the College community.
- 2.4. Once the Registrar determines that the College has permission to advise the College community the Registrar will advise:
 - The Vice-President Academic or Vice President, Regional Workforce Development;
 - Dean/Regional Director of the school/campus in which the student was registered;
 - Senior Team/President's Office;
 - Dean, Learning Resources Division (Counseling);
 - Supervisor, Public Safety;
 - Director, Student Union of Confederation College; and
 - Manager, Communications

The Vice-President, Academic or Vice President, Regional Workforce Development will:

- Communicate with the family.

The Dean/Regional Director will:

- Notify the program coordinator,

The Program Coordinator will:

- Notify faculty, staff and students

The President's Office will:

- Arrange for the President to speak with the family and extend the College's condolences

The Dean, Learning Resources Division will:

- Advise the counseling staff and coordinate staff/student support
- Assemble locker contents/other student belongings for pick up/delivery to family

The Registrar will:

- Change the student status in the student information system
- Arrange for refund of fees in accordance with policy)
- Notify the management of the student residence (if applicable)

The Supervisor, Public Safety will:

- Arrange for the College flags at half mast until the funeral or memorial service has taken place

The Recruitment and Communications Department will:

- Provide information to the College community (i.e. staff news)

3. OTHER ITEMS FOR CONSIDERATION

- Calls/inquiries/visits by members of the media are referred to the Recruitment and Communications Department
- Calls/inquiries/visits by police are referred to the Supervisor, Public Safety
- Grief counseling/bereavement services for staff are available through the College Employee Assistance Program provider. Further information can be obtained through Human Resource Services.
- Grief counseling/bereavement services for students are available through the Counseling department.
- Requests by family/friends/staff to honour the deceased by way of a memorial bursary are referred to the Foundation Office.