



## DEATH OF A STUDENT POLICY

<b>Policy Type:</b>	Academic	<b>Initially Approved:</b>	October 18, 2023
<b>Policy Sponsor:</b>	Dean of Students	<b>Last Revised:</b>	October 18, 2023
<b>Primary Contact:</b>	Registrar	<b>Review Scheduled:</b>	October 2028
<b>Approver:</b>	General Faculties Council		

### A. PURPOSE

Alberta University of the Arts aims to respond immediately in a sensitive, caring, and professional manner when a student dies. To ensure that communications are not sent to a deceased student's next of kin in error, the student's file must be closed throughout the institution. In addition, all administrative matters including but not limited to active course registrations, financial matters, records must be attended to by the University Registrar.

### B. SCOPE

This policy applies to all students in undergraduate and graduate courses and programs (including applicants, registered students, and former students).

This policy is not intended to determine the emergency response should the death of a student occur on campus or at a university-related off campus activity.

### C. POLICY STATEMENT

The University will respond both expeditiously and in a compassionate manner to ensure that upon proper notification of the death of a student, all accounts and records of the deceased are closed.

All communication regarding the death of a student will be subject to privacy laws.

#### 1. RESPONSIBILITY

- 1.1 The Dean of Students is responsible for the overall management of this policy.
- 1.2 The University Registrar or designate is responsible for the administration and implementation of this policy.
- 1.3 The University Registrar is responsible for publishing procedures regarding notification/documentation necessary to close a deceased student's file.

- 1.4 All notification/documentation information will be verified and shared in accordance with applicable privacy laws and policies.
- 1.5 Upon receipt of proper notification/documentation, the University Registrar or designate will close the official student file in the Office of the Registrar and ensure that the University community is appropriately notified so that all elements of the student’s record are appropriately ended within the institution.
- 1.6 The University Registrar is responsible for final decisions regarding refunds of tuition, fees and any student accounts including, but not limited to, residence, lockers, and library. It is important that the student account be dealt with in a holistic manner and comparable decisions made throughout the university.
- 1.7 The Dean of Students may also notify the Student Resource Centre for support of the campus community.

**D. RELATED POLICIES**

- Student Records Procedure

**E. RELATED LEGISLATION**

- Freedom of Information and Protection of Privacy Act

**F. REVISION HISTORY**

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
10/18/2023	New Policy	All	Registrar	Dean of Students