



DEATH OF A STUDENT PROCEDURE

Procedure Type:	Academic	Initially Approved:	October 18, 2023
Procedure Sponsor:	Dean of Students	Last Revised:	October 18, 2023
Administrative Responsibility:	Registrar	Review Scheduled:	October 2028
Approver:	General Faculties Council		

A. PURPOSE

When the death of a student occurs, it is the responsibility of the University to respond in an appropriate manner. This procedure has been established to ensure a sensitive, caring, and professional response.

B. PROCEDURES

1. NOTIFICATION

- 1.1 In the event a student or staff member learns of a student's death, they should contact the University Registrar.
- 1.2 The Registrar or designee will verify that the student is deceased via official records, obituaries, or other reliable reporting sources within a timely manner.

2. RESPONSE

- 2.1 Upon confirmation of the student's death, the University Registrar or designate will update the official student record in the Student Information System, as applicable.
- 2.2 The University Registrar or designate will ensure that the University community is appropriately notified by issuing a memo to:
 - President
 - Dean of Academic Programs
 - Dean of Students
 - Associate Deans and Directors of applicable School
 - University Secretary
 - Financial Services
 - Financial Aid and Awards
 - Library
 - Facilities
 - CTS
 - Advancement
 - SAIT Residences, if the student was in student residence

- 2.3 Faculty and staff of the University may notify and request assistance from Student Affairs to support the campus community, as suitable and dependent on the circumstances. The University Registrar or designate will be included in any such requests.
- 2.4 All recipients of the University Registrar's memo will review and take any necessary action(s) on the student's file(s). Each recipient will address any administration matters applicable to their departments. It is the responsibility of each department to establish relevant processes and responses.
- 2.5 The extent of communications and actions may vary in consideration of the student's activities within the University and the circumstances of the death.

3. Closing of Student Record

- 3.1 The Office of the Registrar will update the student record with the student's estate mailing address, along with their phone number(s).
- 3.2 The Office of the Registrar will place appropriate markers on the student's record to mark as deceased and ensure any automated communications are not issued.
- 3.3 If the student is currently registered, the student will be withdrawn from classes and all current term's tuition and fees refunded to the estate.
- 3.4 The campus service offices noted above will ensure that billings for library fines, fees, etc. are stopped.
- 3.5 At the request of the student's estate, a transcript and T2202 tax form will be issued by the Office of the Registrar.

4. Community Notification

- 4.1 The Dean of Students will be responsible for coordinating follow-up activities. These activities may include, but are not limited to:
 - 4.1.1 Contacting the student's next of kin to express condolences. The Dean of Students will be indicated as a primary contact for the appropriate next of kin members if they would like to discuss the situation. Communication with the community regarding the death will be done in consultation with the student's next of kin.
 - 4.1.2 Consulting with Residence Services (if the student lived in student residence) to coordinate communication and outline a plan of action for the student's room and personal belongings.
 - 4.1.3 Ensuring any materials and belongings of the student in classrooms, studios or lockers are returned to their estate.
 - 4.1.4 Informing support agencies that may deal with concerns the death may cause for other students and staff.
- 4.2 Additional media protocol may be required in cases which are deemed sensitive; the Dean of Students will communicate these requirements to the university community.

C. RELATED POLICIES

- Student Records Procedure

D. RELATED LEGISLATION

- Freedom of Information and Protection of Privacy Act

E. 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 Procedure	All	Registrar	Dean of Students