PROCEDURE TITLE: NC800 Student Death

A. Definitions

Student: For the purpose of this procedure, a Student is considered to be an individual whose fulltime studies are in progress. This also includes Students completing their studies at a reduced course load based on approved academic accommodation.

B. Procedure Purpose

The death of a Student is always a tragic event. The President and all employees want to assure a thoughtful, timely and caring response to family members and the College community while also respecting individual cultural and spiritual beliefs and rituals.

C. Procedure Statements

1. When a member of the Niagara College community becomes aware that a Student has died, the Director, Student Services is to be notified immediately and will take the lead with this protocol.

2. Before releasing details of a Student Death, verification and permission to release information must be obtained from the next of kin, unless already published in a public forum i.e. media, obituary. Prior to obtaining consent, only those employees on a need-to-know basis will be informed at the discretion of the Director, Student Services.

3. The Director, Student Services will:
   a) Notify the Vice President, Student Success, who will then notify the Executive Team and the Manager, Communications, for announcement purposes;
   b) Contact the Student’s family by telephone to offer condolences on behalf of the College;
   c) Notify the appropriate Dean and Associate Dean;
   d) Notify the Registrar;
   e) Notify the Director, International if the deceased Student is an International Student;
   f) Notify Student Administrative Council Executive Director;
   g) Notify the Coordinator, Board of Governors
   h) Notify Campus Safety;
   i) Notify the Associate Director, Athletics & Recreation;
   j) Notify the Residence General Manager;
k) Offer counselling/crisis support to Students;
l) Notify the Director, Human Resources;
m) Provide necessary information to the Student insurance provider to initiate a claim;
n) Coordinate locker contents and other Student belongings for pick up by, or delivery to the family;
o) Draft a condolence letter to be sent from the President along with a photo of the half-masted college flags; and
p) Notify the Alumni Database Coordinator.

4. Corporate Communications will draft a Campus Notice to advise the college community of the Student Death. The announcement will be released once clearance has been given by the Director, Student Services, and college flags have been half-masted.

5. The Coordinator, Board of Governors will advise the Board of Governors of the Student Death, once clearance has been given by the Director, Student Services.

6. The Manager, Campus Safety & Parking Services will:
   a) Direct Contract Security personnel to half-mast flags at all campuses, in coordination with Corporate Communications. This will be completed upon notification from the Director, Student Services that either the Student Death is publicly known, or that the family has given its consent.
   b) Manage all inquiries and/or visits by Police and/or the Coroner’s office.

7. The Dean, or designate, will facilitate advising the program faculty, staff and Students once release of information is authorized by the Director, Student Services. Students will be advised that counselling services are available if needed.

8. In the event that the deceased Student is International, the International Division will:
   a) Liaise with the family regarding return of the deceased;
   b) Arrange for a translator if required;
   c) Review death benefit coverage through International insurance provider; and
   d) The Director, International will advise the appropriate Embassy or Consulate and Canadian Immigration.
PROCEDURE TITLE: NC800 Student Death
RELATED POLICY: NC800 Student Death

9. The Registrar’s Office will:
   a) Change the Student’s status on the Student information system;
   b) Advise the Financial Aid office of details for OSAP reporting/processing purposes; and
   c) Advise Student Accounts for a refund of fees, if applicable, after confirming payee.

10. The Associate Director, Athletics and Recreation will review varsity team rosters to determine if
    the Student was involved in varsity athletics, and if yes, they will:
    a) Notify the Director, Student Services;
    b) Notify the applicable coaches, staff, and team members;
    c) Gather any belongings and coordinate with Student Services for their return;
    d) Facilitate a tribute as appropriate; and
    e) Notify the Ontario College Athletic Association.

11. Calls, inquiries or visits by members of the media are to be referred to the Manager, Communications

12. The Residence General Manager will determine if the deceased Student lived in Residence, and if
    yes:
    a) Advise the Director, Student Services;
    b) Initiate their third party procedures for death of a resident;
    c) Coordinate with the emergency contact, the return of the Student’s belongings; and
    d) Determine, communicate and process any applicable refunds.

13. The Director, Human Resources or designate, will:
    a) Facilitate support services for employees if necessary; and
    b) Send a memorial donation on behalf of the College President, employees and Board of
       Governors.

14. The Alumni Database Coordinator will review records for the deceased Student and facilitate an
    update to the alumni database to remove the Student from all distribution lists.

15. Requests by family, friends, or staff to honour the deceased through a memorial bursary, may be
    referred to the Development & Alumni Relations Office.
 Death on Campus
16. In the event that the death has occurred on campus, the primary focus is the respect and dignity for the memory of the Student and family’s wishes, along with support for the well-being of our Student body and college community. The following procedures will be applied in addition to the Student Death protocol outlined above.

a) Immediately call 9-1-1 to notify external emergency services
b) Notify Campus Safety at extension 6999;
c) Campus Safety will secure the scene and any evidence;
d) Campus Safety will notify the Director, Student Services; and
e) Campus Safety will gather information and complete an Incident Report and be the Lead in consultation and collaboration with external officials.

D. Forms
None

E. Document History

<table>
<thead>
<tr>
<th>Date</th>
<th>Approval/Review/Key Change(s)</th>
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<tbody>
<tr>
<td>September 1, 1999</td>
<td>New</td>
</tr>
<tr>
<td>November 22, 2019</td>
<td>Updates to the Lead and area responsibilities Addition of Death on Campus procedure</td>
</tr>
<tr>
<td>October 15, 2020</td>
<td>Revision of Item 3 to reflect interim structure</td>
</tr>
<tr>
<td>January 25, 2021</td>
<td>Addition of definition of Student and advising the Board of Governors</td>
</tr>
<tr>
<td>March 9, 2021</td>
<td>Item 3a revised to Vice President, Student Success</td>
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