

DEATH OF A STUDENT

Approval Authority	President
Responsible Executive	Vice President, Students
Related Policies / Legislation	Coroners Act Freedom of Information and Protection of Privacy Act Limitation Act Student AID BC Policy Manual

PURPOSE

The purpose of this policy is to:

- set out administrative responsibilities in the event of a student death;
- ensure rapid, effective communication and follow-up to a student death; and,
- ensure that the response to a student death is timely and sensitive to the circumstances.

SCOPE

This policy provides guidelines and applies only to the University's administrative response to the death of a student or a former student. The policy does not cover the University's response to emergencies, University emergency management practices, or the academic record or credential of the student.

DEFINITIONS

In this policy, the following definitions apply:

Administrative response: This refers to the actions/procedures undertaken by UFV employees to ensure a complete, compassionate, and timely response to a student's death.

Former Student: An individual who has not been enrolled in at least one University course, for credit or non-credit at the undergraduate or graduate level, within one year of the date of the death.

Response Team: A team, determined by the VP Students or designate, who organizes, leads, and provides advice and support on the university's administrative response to the student's death. The composition of the Response Team is based on the nature of the death, student-type, and the student's affiliation to the university.

Student: A person who has been enrolled in, is currently enrolled in, or is accepted

for enrolment in at least one University course, for credit or non-credit at the undergraduate or graduate level, within one year of the date of the death.

Unit: Includes the University's faculties, departments, divisions, schools, programs, institutes, offices, libraries, and research centres.

POLICY

Guiding Values

The university responds to the death of a student of the University community in a compassionate and respectful manner that is appropriate based on the circumstances of the student's death.

The university's response to the death of a student is guided by the following:

Respect, sensitivity, and compassion: - The University acts and responds in a highly sensitive manner out of respect for the deceased and in accordance with the wishes of the family or next-of-kin. Care is extended to the family or next-of-kin, the students, faculty, and staff members most closely involved with the student prior to the student's death and to individuals who may have been with the student when the death occurred.

Privacy - Notifications are made to several units, to enable necessary administrative actions to be undertaken in a timely manner. Faculty and staff use discretion in the use, access, and disclosure of information related to the student and the student's death. Any information provided is verified for accuracy and considered carefully before being conveyed to the University community, media, family, or next-of-kin. Use, access, and disclosure of personal information is in accordance with the *Freedom of Information and Protection of Privacy Act*.

Clear and timely communication: The location, time, and circumstances of the death may influence communications and appropriate response processes. To minimize the amount of distress to the family or next-of-kin, efforts are made to minimize the number of interactions and to obtain administrative closure in a timely and efficient manner.

Cooperation - Units work together and with external officials to obtain administrative closure in a timely and efficient manner.

Responsibilities:

Death of Student:

- When a university community member becomes aware of the death of a student, they immediately notify the Office of the Vice-President Students.
- The Vice-President Students or designate coordinates the University's administrative response to the death of a student including mobilizing and leading the Response Team as set out in the procedures for this policy.

Death of Former Student:

- When a university community member becomes aware of the death of a former student, they notify the Executive Director, Advancement and Alumni Relations.
 - The Executive Director, Advancement and Alumni Relations or designate coordinates the University's administrative response to the death of a former student.
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PROCEDURES

The administrative response to a student's death or a former student's death follows the Procedures for Responding to the Death of a Student document listed on the UFV policy website. The Vice-President Students or designate is responsible to create these procedures.