



Procedure: After a student has passed away

NOTE: In the event of a death on campus, please refer to emergency and critical incident protocols.

A. PURPOSE

The purpose of this procedure is to establish operational responsibilities and activities for college employees in response to the death of a current or previous Selkirk College student once any critical incident responsibilities and communication channels have designated it appropriate to do so, and/or when received by the college directly.

This process ensures that upon the death of a student, all interactions with the student's family/next of kin, as well as the College's community and general public, are handled appropriately; the student's contributions to the College and community at large are acknowledged; and all dealings with the student's records, fees, and belongings (in the case of Housing, student locker, or program projects) are handled in a timely and professional manner.

B. RECEIVING INFORMATION OF A STUDENT PASSING

1. Establish if the passing is recent or historical.
2. Do not attempt to answer any questions on the spot.
3. Establish contact information for a representative (name and number) if additional information is required or to contact the representative in case of any questions they have.
4. After completing the phone call or interaction, establish if the student is a current student or past student and follow the appropriate workflow below.

NOTE: In the event of a student death, confirmation of the death is not required. Reinstating records if a student has been misreported as passed has a lower risk point than requiring evidence and additional touch points from a grieving individual.

C. A CURRENT STUDENT PASSING

1. In the event of a current student passing, communication should be sent to the AVPSS (or designate) who will act as (or appoint) the individual to act as the "Lead" - the primary person responsible for organizing the College response and coordinating a unified response from all College units. In the AVPSS' absence, the VP Education & Students will act as the "Lead", appoint another exempt member of the Student Success team or appropriately identified member of the Indigenous Services team.
2. The lead will communicate and request the following individuals complete the following responsibilities and report back to the lead:

Position	Responsibilities
Dean of the student's Faculty or program	<ul style="list-style-type: none"> • Communication with school chair • Communication planning and communication for affected faculty • If currently enrolled, liaise with instructors and Registrar to determine whether a grade, withdrawal, or DNW is required on the formal student transcript • Liaise with the Director of Student Engagement and Wellness or Student Access and Support chair if it is anticipated any planned mental health supports are required
Registrar	<ul style="list-style-type: none"> • Appropriately amend student account and remove student from further communications • Liaise with student recruitment to ensure removal from any prospective student databases • Liaise with finance to create a plan around any outstanding debts (in the case of an Indigenous student debt, Indigenous Services should be contacted first) • Consider post-humous credential eligibility and communicate with Dean and lead on award planning (as per policy 8617)
Director of Communications & Public Engagement (or designate)	<ul style="list-style-type: none"> • Coordinate all wider College communication (specifically with Indigenous services if an Indigenous student) • Liaise with Campus Manager on the date/time of the Campus flag lowering to include in college communications in alignment with appropriate policies • Remove images of deceased student from marketing materials, website and social media posts (this is required for Indigenous students with a quick turn-around time)
Director, Facilities & Business Services (or designate)	<ul style="list-style-type: none"> • Work with lead to coordinate a time where housing personal affects can be picked up in conjunction with

	<p>other program, locker, or other campus items</p> <ul style="list-style-type: none"> • Communicate any specific housing requirements needed to ensure that there is support available on the day personal effects are to be retrieved or request support to aid in the packing of personal affects
Director, Student Engagement & Wellness (or designate)	<ul style="list-style-type: none"> • Coordinate with the Dean/Manager of the student’s programming area if any counselling or mental health supports are required • Coordinate with Director, Indigenous Education & Engagement for healing circles requirements for classmates, faculty and family • Communicate with Athletics and Recreation to confirm locker status and report back to the lead if there are personal items for collection
Director, Indigenous Education & Engagement (or designate)	<ul style="list-style-type: none"> • Advise on appropriate changes or amendments to process to ensure College response meet the needs of the Indigenous community • Liaise with student engagement and wellness designate on healing circle requirements for classmates, faculty and family • Coordinate a culturally safe and appropriate space to mourn for staff and students • Seek elder support for healing circles and process • Communicate as needed and advise on appropriate communication as needed.
College Librarian	<ul style="list-style-type: none"> • Communicate any outstanding items in the student’s care to the lead and make appropriate adjustments to the student’s library record.
Selkirk College Student Union	<ul style="list-style-type: none"> • To allow for internal SCSU processes and removal from communications

3. On receipt of institutional needs, the lead will organize the most appropriate date and location for item pickup if required with the impacted units of the College.

D. A PAST STUDENT/ALUMNI PASSING

1. When a college member has received notice of a past student's passing, the information should be immediately communicated to the Associate Vice-President, Student Success (or designate).
2. The Associate Vice-President, Student Success (or designate) will notify the Registrar and the Foundation (regarding Alumni lists) and, in situations where the student may have attended in the preceding five calendar years, Indigenous Services (if appropriate) and the Dean and Chair of the program as a courtesy. Procedures to occur as listed above in the previous section.

E. ACKNOWLEDEMENT THE PASSING OF A STUDENT

To ensure a respectful, and appropriate response to a student's passing, all public acknowledgements (eg. flag lowering, etc.) are guided by the following policy:

- Public Statements (2XXX Pending Completion June 2024)