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**Parent Policy: [Death of a Member of the University Community - University Response Policy](#)**

## **Death of a Student – University Response Procedure**

<b>Office of Administrative Responsibility:</b>	Office of the Dean of Students
<b>Approver:</b>	Provost and Vice-President Academic
<b>Scope:</b>	Compliance with this university policy/procedure extends to all Academic Staff and Colleagues and Support Staff as outlined and defined in Recruitment Policy (Appendix A and Appendix B), undergraduate students, graduate students and post-doctoral fellows

### Overview

When the death of a **student** occurs, it is the responsibility of the University to respond in an appropriate manner. These guidelines have been established to ensure an orderly, effective, and caring response.

### Purpose

This procedure ensures that upon the death of a student:

- the student's contributions to the University of Alberta and community at large are acknowledged;
- all dealings with the student's records, fees, and accommodations (if student was in residence) are handled in a timely and professional manner; and
- all communications with the **student's family**, colleagues, as well as the general public, are handled appropriately

## **PROCEDURE**

### 1. NOTIFICATION

- a. Response to a death of a student will be handled initially by the local police agency and/or the hospital involved. In accordance with the Fatality Inquiries Act, these agencies will notify the next-of-kin.
- b. In the event a student or staff member learns of a student's death, they should contact the Office of the Registrar and provide the student's name, ID number if known, date of death, and estate address (or the name and address of a family member or friend who can provide this information).
- c. All communication regarding the death of a student will be subject to privacy laws.

### 2. CAMPUS COMMUNICATION

- a. The Office of the Registrar will notify the following campus officials:
  - Vice-Provost & Dean of Students
  - President
  - Dean of the student's Faculty and Chair of the student's department if a graduate student
  - Assistant Dean of Students, Residences, if the student was in a student residence
  - Financial Services

- Parking Services
- Libraries
- Office of Alumni Affairs

### 3. RESPONSIBILITIES

The Office of the Registrar will update the student record. If the student is currently registered, the student will be withdrawn from classes and all current term's tuition and fees refunded to the estate. The campus service offices noted above will ensure that billings for parking, library fines, fees, and Emergency Student Loans, etc. are stopped to reduce hardship to the family. At the request of the student's estate a transcript can be issued and the T2202A tax form and/or U-Pass receipt can be released.

The Vice-Provost and Dean of Students will be responsible for coordinating follow-up activities. These activities may include, but are not limited to:

a. Contacting the student's family to express condolences. (The student's estate mailing address, along with their phone numbers are located through the student information system, once updated by the Office of the Registrar.) The Vice-Provost and Dean of Students will be indicated as a primary contact for the appropriate family 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 family.

b. 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.

c. Informing support agencies that may deal with concerns the death may cause for other students and staff.

- Family members may want to talk with faculty, staff, or students concerning the death. At the discretion of the Vice-Provost and Dean of Students, someone from the Dean of Students portfolio who is familiar with the situation may be assigned as a contact person to assist them with their concerns. It is important that the staff members assigned to assist the family be supportive of the family's needs while also being sensitive to the needs of students and staff.

- Friends, classmates, faculty, and staff may need assistance in dealing with their reactions to the death. The University Health Centre, Student Counselling Services, Helping Individuals at Risk, the Undergraduate or Graduate Program office in the student's faculty and the Interfaith Chaplains' Office or any other relevant campus service will offer short-term services to any individual or group that can be identified as being affected by the death.

d. Media Involvement

The Vice-Provost and Dean of Students will be responsible for disseminating information to the media. The Dean will seek advice or consult with the Office of Marketing and Communications and the student's family prior to releasing any information to the media. It is important that University of Alberta Protective Services, other involved campus units, Communications and the Information and Privacy Office work closely with the Dean to ensure the accuracy of the information disseminated.

### **DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [\[▲Top\]](#)

<b>Student</b>	An individual currently enrolled (full-time or part-time) in undergraduate or graduate studies. This procedure also applies to individuals who were expecting to continue their program in the Fall term, but were not registered for courses in Spring and/or Summer term.
<b>Student's Family</b>	Parents, guardians, spouse, common-law partner, children, and/or emergency contact as indicated on the student's record.

## **FORMS**

There are no forms for this Procedure. [[▲ Top](#)]

## **RELATED LINKS**

Should a link fail, please contact [uappol@ualberta.ca](mailto:uappol@ualberta.ca). [[▲ Top](#)]

[Fatality Inquiries Act](#) (Government of Alberta)

[Lowering of University Banner as a Sign of Mourning Procedure](#) (UAPPOL)

[Off-Campus Activity and Travel Policy](#) (UAPPOL)

[Posthumous Degrees Procedure](#) (UAPPOL)

[Recruitment Policy \(Appendix A\) Definition and Categories of Academic Staff and Colleagues](#) (UAPPOL)

[Recruitment Policy \(Appendix B\) Definition and Categories of Support Staff](#) (UAPPOL)