COLLEGE POLICY

Policy No. & Title:	**C-412 Response to the Death of a Student or Employee**
Policy Sponsor:	Vice President, People & Culture and Career Services
Reference Cmtee:	Policy & Procedure Committee
Effective:	2023-07-01
Next Review:	2027-07-31

Purpose

The death of a Student or Employee is always a tragic event. The College 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. This Policy & Procedure will prescribe a set of administrative procedures to assist students and employees in responding to the death of a current Student or Employee.

Scope

This policy applies to all employees of the College and all registered students include in-class, remote, and online (student may be attending full-time or part-time).

POLICY

- The College will aid students and employees in dealing with the death of a Student or Employee, in a sensitive and expeditious manner.
- Any death which occurs on College premises demands additional responses including contacting police and legal authorities. The circumstances surrounding the Student's or Employee's death will determine the College response.
- The College recognizes that students and employees may need assistance in dealing with their grief and will make appropriate support resources available as necessary.
- Any member of the College Community who learns of the death of a Student or Employee is requested to report immediately all known information concerning the Student or Employee and the circumstances of the death to the Regional Director of Operations, or the Employee's leader on the Executive Team, and will include the Head of People & Culture in all correspondence.

Related Policies

P-101 Health & Safety
P-131 Emergencies on Campus
P-133 Emergency Reporting
P-135 Emergency Preparedness
P-205 Confidentiality

Supporting Documents/Forms

C-412p Response to the Death of a Student or Employee - Procedure
Notice Concerning the Death of a Current Student or Employee