

AC.3.15.1 Death of a Student
Schedule B
Response to Death of a Student

Off-Campus Death
Non-SAIT Activity

SAIT employee who learns that a student has died:

- Notify immediate supervisor as soon as possible
- Supervisor notifies Director, Learner Services

SAIT student who learns that another SAIT student has died:

- Notify academic chair/coordinator as soon as possible, who notifies immediate supervisor and Director, Learner Services

SAIT's Response

Stage One: Immediate Response

1. Student's dean or designate verifies immediate details of student's reported death as quickly as possible, in consultation with supervisor of Student Development and Counselling (SDC) through sources such as:
 - Social media
 - Communication with next-of-kin, Medical Examiner's office, other students, instructors, etc.
 - Information reported in the newspapers and other news outlets
2. SDC and dean/designate develop action plan. This may involve Interfaith Centre, Employee and Family Assistance Plan Counsellors, the Residence, Communications department, etc.
3. Dean/designate informs program and service instructors and program staff of student's death.
4. SDC and dean/designate visit deceased student's classes to inform classmates.

Stage Two: Next Steps

1. SAIT employees notified as per Schedule A.
2. Flags lowered (procedure AD.1.6.1 Flag Protocol).
3. SAIT's President and CEO sends formal letter of sympathy to next-of-kin.
4. Student's school/department may also express sympathy through flowers, letter, etc.
5. Information Technology Services:
 - Freezes student's computer account, keeps all electronic information for 6 months or until not required by any enforcement agency.
 - Works with academic chair/coordinator to resolve any issues relating to student's computer/laptop/electronic files
6. Office of the Registrar formally verifies the student's death and updates student's records in Banner.
7. Campus Security and dean/designate deal with student's possessions:
 - Content of student's locker(s) returned to student's next-of-kin.
 - If student lived in Residence, Security and Residence work with student's next-of-kin to return student's belongings
 - Items belonging to SAIT (laptops, tools, uniforms, etc.) returned to school/department
8. Office of the Registrar grants a posthumous credential as appropriate (procedure AC.2.17.1 Credentials).
9. Administrative actions by other SAIT departments, etc., as per Schedule A.