

Section:	Academic /Student (AC)
Subject:	Student Performance and Behaviour
Legislation:	<i>Freedom of Information and Protection of Privacy Act (RSA 2000 cF-25).</i>
Effective:	August 29, 2005
Revision:	June 14, 2005; January 20, 2006; May 31, 2011; September 1, 2016 (reformatted); February 28, 2018.

APPROVED: _____
President and CEO

POLICY

The policy of the Board of Governors is to ensure that SAIT responds in a sensitive, caring and professional manner when dealing with a SAIT student's death, and that SAIT's response minimizes the distress to the bereaved and the trauma to the SAIT community.

PROCEDURE

DEFINITIONS

- Applicant** For the purpose of this procedure, an applicant is a person who has applied for admission to a SAIT program.
- Next-of-kin** For the purpose of this procedure, the next-of-kin is a family member who the student had indicated would be an emergency contact or the family member who notified SAIT of the student's death. It could include the student's spouse, domestic partner, parent, guardian, adult child, or sibling.
- Student** A person who is currently enrolled in a SAIT program or course.

GOVERNING PRINCIPLES

1. SAIT shall act in the spirit of minimizing bureaucratic procedures. Efforts should be made to minimize the number of interactions with the bereaved next-of-kin and to obtain closure with the minimum of distress and as quickly as possible.

The official controlled version of this document is held in the Board of Governors Office.

2. SAIT's associate vice president, learner and academic services, is responsible for managing this procedure. Vice presidents, associate vice presidents, deans, associate deans, directors, associate directors, managers and supervisors are responsible for carrying out this procedure in each of their areas and for collaborating with other schools/departments as necessary.
3. The deaths of alumni who graduated from a SAIT program within the last 12 months or of students who are not covered under this procedure will be considered and managed on an individual basis.
4. All communication surrounding a student's death is subject to Alberta's privacy legislation.

PROCEDURE

A. Reporting of Death

1. On-Campus Student Death
 - a) The discoverer will:
 - i) Contact 911. If the discoverer is using a cellphone, the discoverer will also contact Security at 403-284-8000.
 - ii) Remain at/return to the scene, if safe to do so, until Security and/or the Calgary Police Service have taken charge of the scene.
 - iii) While waiting for Security and/or the Calgary Police Service to take charge of the scene, try to ensure that nothing at the scene is disturbed.
 - iv) Record whatever information the discoverer knows, such as the name of the deceased, names of any witnesses, time of death, etc., and provide this information to Security.
 - v) If the discoverer is a SAIT employee, contractor, or volunteer, notify the discoverer's supervisor as soon as possible. The supervisor will in turn notify the associate vice president, learner and academic services as soon as possible.

The official controlled version of this document is held in the Board of Governors Office.

- vi) If the discoverer is a student, and the other individual's death has occurred in the Residence, the discoverer will notify the general manager or on-call staff of the Residence.
- b) Security will:
- i) Ensure that Emergency Medical Services and the Calgary Police Service have been contacted. The circumstances surrounding the student's death may require Security to also activate SAIT's Emergency Response Plan.
 - ii) Attend and take charge of the scene and perform first aid and basic life support according to certification protocols, pending the arrival of Emergency Medical Services and the Calgary Police Service.
 - iii) Notify the senior manager, Safety and Community Services department.
 - iv) Ensure that nothing at the scene is disturbed, to preserve the scene for police investigators.
 - v) Record whatever information Security knows or can learn, such as the name of the deceased, names of any witnesses, time of death, etc.
 - vi) Gather relevant information from the discoverer.
 - vii) Meet the responding police/emergency units and escort them to the specific location.
 - viii) Determine if the Student Development and Counselling department needs to be immediately involved.
2. Off-campus student death at a SAIT-sponsored activity (field trips, study abroad activities, etc.)

The SAIT employee in charge of the activity will:

- a) Immediately contact 911 and/or the local emergency services.
- b) Remain at/return to the scene, if safe to do so, until the local law enforcement agency has taken charge of the scene.
- c) While waiting for the local law enforcement agency to take charge of the scene, try to ensure that nothing at the scene is disturbed.

The official controlled version of this document is held in the Board of Governors Office.

- d) Record whatever information the SAIT employee knows, such as the name of the deceased, names of any witnesses, time of death, etc., and provide this information to the local law enforcement agency and to the employee's immediate supervisor.
- e) Meet the responding police/emergency units and escort them to the specific location.
- f) If the student death occurs inside Canada, immediately contact the employee's immediate supervisor, who will in turn notify SAIT's associate vice president, learner and academic services.
- g) If the student death occurs outside of Canada, immediately contact:
 - i) The Project Coordinator, Educational Relationships (during SAIT business hours) at 403-616-7397 or Campus Security (after business hours) at 403-284-8000; and
 - ii) The Canadian Consulate.

Refer to Schedule C Emergency Communication Protocol, an Associated Document to procedure [AC.2.13.2 Study Abroad](#), for further details.

- 3. Off-campus student death and not connected to a SAIT-sponsored activity
 - a) A SAIT employee who learns of the death or who believes the death has occurred shall immediately contact the employee's immediate supervisor and the student's dean, who will in turn notify the associate vice president, learner and academic services.
 - b) A SAIT student who learns of the death or who believes the death has occurred shall immediately contact the academic chair/coordinator.

B. Initial Verification of Death

- 1. The student's associate vice president/dean or designate is responsible for verifying the immediate details around a student's reported death, in consultation with the supervisor or designate, Student Development and Counselling, so that SAIT can respond in a timely and appropriate manner to the student's death.

The official controlled version of this document is held in the Board of Governors Office.

2. Verification of a student's death can be obtained through a variety of different channels, including but not limited to:
 - a) Social media.
 - b) Communication with the student's next-of-kin.
 - c) Communication with other students.
 - d) Communication with the Medical Examiner's Office.
 - e) Reporting in newspapers or other news outlets.

C. SAIT's Immediate Response to a Student's Death

1. SAIT's immediate response, including the determination of who leads that response, will depend on the cause of and circumstances surrounding the student's death, who/how many other individuals will be affected by news of the student's death, and who/how many individuals will be involved in SAIT's response. Each student death is a unique situation requiring a unique response to that death.
2. Given the immediacy and widespread use of social media, the response should be as timely as possible.
3. The supervisor or designate, Student Development and Counselling, the associate vice president/dean or designate of the deceased student's school/department and the general manager of the Residence (if the student lived in Residence) shall develop an action plan.
4. The local law enforcement agency, applicable hospital/physician, and/or the Medical Examiner's Office will notify the student's next-of-kin of the student's death. SAIT employees shall not take on this responsibility.
5. The needs of the SAIT community, including the deceased student's classmates, roommates, friends, student advisors, and instructors, shall be addressed by the student's associate vice president/dean or designate contacting and working with Student Development and Counselling. They will offer support and arrange for follow-up assistance as appropriate, including program and class debrief sessions. Other SAIT resources that may be involved in meeting the needs of the SAIT community include the Interfaith Centre and Employee and Family and Assistance Plan counsellors.

The official controlled version of this document is held in the Board of Governors Office.

6. Where a student has died in Residence, the general manager of the Residence and the supervisor, Student Development and Counselling shall work together to arrange support for the affected student community in the Residence.
7. All media inquiries regarding a student's death must be referred to SAIT's Communications department.
8. SAIT shall manage the absences of students attending a deceased student's memorial service as an excused absence, as per procedure [AC.3.8.1 Attendance Requirements](#) and procedure [AC.3.8.2 Attendance Requirements – Apprentices](#).

D. Notification of Campus

1. The associate vice president, learner and academic services, shall notify those individuals as set out in Schedule A Notifications and Responsibilities, an Associated Document to this procedure.
2. Flags may be lowered in compliance with procedure [AD.1.6.1 Flag Protocol](#).
3. The Office of the President and CEO will normally prepare and send a letter of condolence to the student's next-of-kin. This does not exclude expressions of sympathy by other SAIT employees.
4. The Office of the Registrar is solely responsible for updating the student's records in the Banner database to reflect the student's death, upon receipt of written documentation confirming the student's death, such as a Death Certificate, Funeral Director's Statement of Death, or newspaper obituary. The Office of the Registrar shall keep this written documentation on file.
5. SAIT's Communications department is solely responsible for notifying the SAIT community of the student's death. This will be done in consultation with the deceased student's next-of-kin, the student's school/department, and Student Development and Counselling.
- 6.. SAIT employees who are responsible for keeping student records shall update and maintain those records, in order to avoid SAIT inadvertently contacting a deceased student's next-of-kin.

The official controlled version of this document is held in the Board of Governors Office.

E. Managing the Student's Possessions and Records

1. Possessions in the deceased student's SAIT locker(s)
 - a) Upon notification from the vice president responsible for the Office of the Registrar and upon receipt of appropriate documentation from the student's next-of-kin or legal representative, Security will remove the contents from the student's SAIT locker(s). This will be done in a manner that is respectful of the situation, and is not normally done during regular class hours.
 - b) Security will prepare a list of items removed from the locker(s). A copy of this list shall accompany the items that are sent to the next-of-kin or legal representative.
 - c) Security shall work with the student's academic chair/coordinator to determine which items belong to SAIT, such as laptops, tools, uniforms, equipment, etc., and shall return those items to the appropriate school/department.
 - d) Security shall coordinate with the associate vice president/dean or designate to arrange for the student's possessions to be returned to the student's next-of-kin or legal representative, and will work with the school/department to do so. This will be done in a manner that is respectful of the situation. It is not normally done during regular class hours
2. Possessions in Residence
 - a) Upon notification of the death from the associate vice president, learner and academic services, and upon receipt of appropriate documentation from the student's next-of-kin or legal representative, the general manager of the Residence, Security and the Calgary Police Service will work with the deceased's student's next-of-kin or legal representative to remove the student's belongings from the Residence.
 - b) Security shall work with the student's academic chair/coordinator to determine which items belong to SAIT, such as laptops, tools, uniforms, equipment, etc. and shall return those items to the appropriate school/department.
3. Intellectual Property and Laptops/Computers
 - a) Upon being notified of a student's death, Information Systems will freeze the student's computer account and retain all electronic information for a minimum of

The official controlled version of this document is held in the Board of Governors Office.

6 months or until it has been determined that the electronic information is not required by any law enforcement agency, whichever period of time is shorter.

- b) If issues arise in relation to the student’s intellectual property and the student’s laptop/computer files, the student’s academic chair/coordinator will work with the Information Systems department to resolve those issues. In situations where the student was involved with the Applied Research and Innovation Services (ARIS) department, Information Services will work collaboratively with ARIS to resolve those issues. The provisions of procedure [AC.3.10.1 Ownership of Student-Produced Work](#) apply.

F. Granting of Posthumous Credentials

- 1. The granting of posthumous credentials is governed by procedure [AC.2.17.1 Credentials](#).

G. Roles and Responsibilities

- 1. The roles and responsibilities of SAIT individuals and offices are summarized in Schedule A – Notifications and Responsibilities and in Schedule B Response to Student Death Flowcharts, Associated Documents to this procedure.

ASSOCIATED DOCUMENTS

- Schedule A Notifications and Responsibilities
- Schedule B Response to Student Death Flowcharts

POLICY/PROCEDURE REFERENCE

- AC.3.15 Death of a Student policy

The official controlled version of this document is held in the Board of Governors Office.