

SUBJECT: DEATH OF A CURRENT UNBC STUDENT**1. Purpose**

The purpose of the policy for handling the death of a current UNBC student is to ensure that, when a student dies, persons and units within the University that need to know are informed as quickly as possible, to coordinate the necessary administrative business, and communicate with the deceased student's family in a way that is as sensitive as possible, and to ensure that any necessary steps to assist other students, faculty, and staff who knew the deceased are taken.

2. Scope

This policy applies to:

- Dean of Student Success and Enrolment Management
- Director of Regional Operations and Continuing Studies
- Provost, who will contact the President
- Vice-President (Administration and Finance)
- Registrar
- Wellness Centre Manager
- Dean and Chair of the student's program
- Manager of Housing and Residence Life, if the student was in a student residence
- President of the Northern Undergraduate Students' Society or Graduate Students' Society
- Director of Communications
- Awards and Financial Aid
- Chaplaincy

3. Authority/Responsibility

The Director of Student Success is responsible for the policy and ensuring that procedures are in place to handle information and support when a student dies.

4. Policy

Any member of faculty or staff, upon learning of the death of a current UNBC student in the Prince George area, shall forthwith inform the Director of Student Success. Upon the Director of Student Success being made aware of the death of a student, the Director will put in motion procedures to inform the University and respond appropriately.

Any member of faculty or staff, upon learning of the death of a current UNBC student in one of UNBC's regions shall forthwith inform the Regional Chair. Upon the Regional Chair being made aware of the death of a student, the Regional Chair will notify the Director of Student Success so that appropriate procedures can be implemented on the Prince George campus.

5. Posthumous degree

A posthumous degree may be awarded to a student who has died while enrolled in their last year of study.