

1.0 STANDARD STATEMENT

- 1.1 MacEwan University (the “University”) has the responsibility to respond expeditiously upon notification of the death of a Student. All actions on the accounts and records of the deceased will be administered in a caring and sensitive matter.

2.0 PURPOSE

- 2.1 It is the intent of the University to respond immediately in a sensitive, caring, and professional manner when a Student passes away. The purpose of this standard is to outline the necessary actions and support the University’s intention to minimize further grief and hardship for the deceased’s family.

3.0 APPLICABILITY

- 3.1 This standard applies to any Student who has passed away.
- 3.2 This standard is not intended to determine the emergency response should the death of a Student occur on campus or at a University-related activity off campus.
- 3.3 Elements of this standard should be applied swiftly and with care.

4.0 DEFINITIONS

Employee

An individual employed by the University, including members of the MacEwan Staff Association, members of the Faculty Association, and other individuals not included within the scope of either association.

Student

For the purpose of this standard, Student refers to applicants or individuals with an enrolment record with the University.

Student Information System

The University’s relational database that is used to manage and maintain the official student record, including but not limited to admission, registration, grades, and transcripts.

5.0 ELEMENTS

5.1 Notification of Death

- 5.1.1 All Employees of the University are responsible for directly notifying the University Registrar if they become aware of a Student’s death. The Employee will provide all relevant information that may be reasonably deemed pertinent to the University.
- 5.1.2 Relevant information includes any reasonably reliable record with sufficient information to confirm the identity of the Student, such as a public obituary, news release, death certificate, or medical documentation.
- 5.1.3 Verbal notification from a close contact or reliable source may be considered relevant information when reasonable and expected to minimize grief and hardship for the family and University members.

5.2 Response and Responsibilities

- 5.2.1 Upon receipt of relevant information, the University Registrar or designate will update the official student record in the Student Information System, as applicable.
- 5.2.2 The University Registrar or designate will ensure that the University community is appropriately notified by issuing a memo to all relevant parties (see Appendix A). This communication is crucial so that all elements of the student's relationship with the University are appropriately addressed within the institution as a whole.
- 5.2.3 Employees of the University may notify and request assistance from Student Affairs to support the campus community, as suitable and dependent on the circumstances. The University Registrar or designate will be included in any such requests.
- 5.2.4 All recipients of the University Registrar's memo will review and take any necessary action(s) on the student's file(s). Each recipient will address any administration matters applicable to their departments. It is the responsibility of each department to establish relevant processes and responses.
- 5.2.5 The extent of communications and actions may vary in consideration of the Student's activities within the University and the circumstances of the death.
- 5.2.5.1 Actions may include but are not limited to, lowering the University flags, dedicating space for a memorial, an awareness campaign or granting a posthumous award.

5.3 Release of Student Information and Records

- 5.3.1 The University will protect the Student's privacy by acting in compliance with Alberta's *Freedom of Information and Protection of Privacy Act* when responding to information requests related to a deceased Student.
- 5.3.2 Individuals who have legal power of attorney or are an executor of an estate may request access to information that is required to meet their duties. Any personal belongings found in the Student's locker or dorm room may also be released to this individual. Prior to releasing any information or belongings, documentation will be required to establish the individual's authority and identity. While the University does not intend to complicate the process, these steps are in place to protect the personal information of the deceased.
- 5.3.3 The Information and Privacy Office and the Office of General Counsel will be consulted when reasonable. The Information and Privacy Office will be consulted when a Student's personal information is being requested.

6.0 RELATED POLICIES, FORMS, AND OTHER DOCUMENTS

- Alberta's Freedom of Information and Protection of Privacy Act
- Credentials policy
- Facilities Flag Protocol
- Management of Student Records and Information policy
- Posthumous and Honorary Award procedure
- Privacy policy

- Records Management policy

7.0 ACCOUNTABILITY

Policy Sponsor

Provost and Vice-President, Academic

Responsible Office

The Office of the University Registrar

8.0 HISTORY

Relevant Dates

Approved: **23.02.13**

Effective: **23.02.27**

Next Review: **26.02**

Modification History

23.02.13: New standard approved by General Faculties Council Executive Council Motion # GFC-EC-02-02-13-2022/23 and effective February 27, 2023 in conjunction with effective date of Death of a Student policy rescission approved by General Faculties Council Motion # GFC-03-02-27-2022/23.

APPENDIX A
UNIVERSITY MEMO

The Office of the University Registrar will distribute a memo to relevant parties throughout the University community to notify them of a Student death. Recipients of the memo are responsible to review and take any necessary action(s) on the Student's file(s). The template below is provided as an example only. The content and format of the memo may be adjusted as appropriate.

MEMO

The Office of the University Registrar

Date: [Month date, year]

To: *Adjust as applicable to student status (i.e., applicant, graduate, etc.) and current staffing.*

President and Vice-Chancellor
Provost and Vice-President, Academic
Dean of applicable Faculty or School
Associate Dean(s) of applicable Faculty or School
Chief of Staff, Office of the President
University Secretary, Board of Governors
Legal Counsel
Lead, Privacy and Information Management
Associate Vice-President, Students
Chair, Wellness and Psychological Services
Senior Manager of Residence Services
Chair, Access and Disability Resources
Manager, Student Life
Director of Athletics
Director of Indigenous Initiatives
Director, MacEwan International
Dean of Libraries
Supervisor, Accounts Receivable
Director of Programs and Services, SAMU
Vice-President Operations and Finance, SAMU
Associate Registrar, Student Records & Services
Associate Registrar, Admissions, Recruitment & Transfer
Associate Registrar, Student Information Systems
Manager, Information & Registration Services
Senior Manager, ITS Service Support
Team Lead, ITS Service Support
Executive Director, Safety & Security
Director, Security and Dispatch Services
Associate Vice-President, Alumni and Fund Development
Director Alumni and Community Engagement
Director, Office of Communications and Marketing
Media Relations Advisor
Director, Sport and Wellness
Senior Manager, Parking Services

From: Registrar

RE: Death of a MacEwan University [Student/Alumnus/Alumna/Alum/Applicant]

The MacEwan University community is saddened to learn of the passing of [NAME (ID)] on [Month date, year]. [NAME] was a [student/alumna/alumnus/alum/applicant] in the **Faculty, PROGRAM MAJOR** [last attended/graduation date]. [any additional information deemed necessary].

The MacEwan University community wishes to express our deepest sympathy to **[NAME's]** family and friends and offer our support.

In order to allow you to take the necessary steps to update your files, so that no further communications are inadvertently sent to the student's relatives, I am providing this information for your records. Please ensure your department actions any relevant administrative matters. If you have any questions regarding the necessary actions, please contact the Associate Registrar, Student Records & Services.

The student file will be closed effective immediately and will be retained based on the University's records retention and disposition schedule.

Thanking you, in advance, for your assistance in this matter.