

Title	Responding to the Death of a Student
Number	B4007
Category	Administration

1. PURPOSE

This policy provides the College with the guidance needed to respond to the death of a current student, including establishing the responsibilities regarding notifications to academic and other departments, and to ensure a coordinated, timely, and sensitive response to the news of a student death.

2. DEFINITIONS

Student – in this policy a student means an individual who was registered in a course or program at the College at the time the death occurred.

3. POLICY

3.1 Scope

3.1.1 This policy applies to current Langara College students.

3.1.2 This policy does not address the College's response to emergencies or provide emergency management practices.

3.2 Guiding Principles

Langara College is committed to responding to the death of a student member of the College community in a compassionate and respectful manner that is appropriate to the circumstances of the student's death. The College's response will be guided by the following principles:

3.2.1 Respect, Sensitivity and Compassion

The College will act and respond in a highly sensitive manner out of respect for the deceased and in accordance with the wishes of the family or next-of-kin. Care will be extended to the family or next-of-kin, members of the College community most closely involved with the student prior to the student's death, and individuals who may have been with the student when the death occurred.

3.2.2 Privacy

Notifications must be made to a number of departments within the College to enable necessary administrative actions to be undertaken in a timely manner. Employees will use discretion in the collection, use, and disclosure of information related to the student and the student's death. Collection, use, and disclosure of personal information will be in accordance with the *BC Freedom of Information and Protection of Privacy Act* and the following College policies:

D480 – Information and Privacy and B5001 – Privacy and Access.

3.2.3 Clear and Timely Communication

The location, time, and circumstances of the death may influence communications and appropriate response processes. To minimize distress to the family or next-of-kin, efforts will be made to limit the number of interactions and to obtain administrative closure in a timely and efficient manner.

3.2.4 Cooperation

As required, departments will work together and with external officials to obtain administrative closure in a timely and efficient manner.

3.2.5 The College will provide assistance, or direct students and employees to assistance or resources, in dealing with grief, in a timely and sensitive manner.

The College will provide the necessary resources to the campus community for grief counselling and/or other supports as may be required, in a timely manner.

3.2.6 Any College community member who becomes aware of the death of a current student will immediately notify Campus Security Service and the Office of Student Services.

3.2.7 The Associate Vice-President Students (or designate) is responsible for coordinating the College's administrative response to the death of a student, including the responses specified under the Responding to the Death of a Student Procedures.

3.2.8 The College will follow the process for awarding a posthumous credential established by policy F1001 Regular Studies Credentials and Micro-Credentials and its associated Credential Regulations, and F1011 Continuing Studies Credentials.

4. RESPONSIBILITY

For enquiries relating to this policy, contact the Associate Vice-President Students.

5. REGULATIONS/PROCEDURES

[Responding to the Death of a Student Procedures](#)

Responding to the Death of a Student Protocol

History / Revision	
Origination Date	March 21, 2023
Amendment Date	Not applicable
Next Review Date	March 21, 2026