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| POLICY: Death of a Student | | POLICY NUMBER: AC-2-12 |
| | | PREVIOUS/REPLACES: Death of a Student |
| APPROVED BY: Executive Council | EFFECTIVE DATE AS OF: November 1, 2022 | PRIOR VERSIONS: October 25, 2022 |

1. Policy Statement:

In the event of a student death, the Manitoba Institute of Trades and Technology (to be referred to as MITT) has a responsibility to coordinate a compassionate and timely institutional response. Staff will work in a coordinated fashion to address human needs and business matters.

2. Scope:

This policy applies to all MITT staff and students.

3. Procedure:

3.1. When it is confirmed that a student has died, the following protocol is recommended:

3.2. The Registrar will take the lead on MITT’s response.

3.3. Before releasing the details of the death of a student, verification and permission to release the student’s name must be obtained from the next of kin.

- Prior to obtaining consent, only those employees on a need to know basis will be informed, e.g. Senior Manager, Facilities Management. Staff members who become aware of a student death should notify the Registrar.

3.4. The Registrar will determine when it is appropriate to advise the MITT community.

3.5. Once the Registrar determines that MITT has permission to advise the MITT community the Registrar will advise:

- The Vice-President, Academic or Vice President, Business and Organizational Development;
- The Associate Vice-President, External and Corporate Affairs
- Dean/Director of the school/campus in which the student was registered;



- Executive Council/President's Office;
- Manager, Student Services, Financial Aid and Awards (Counseling); and
- Senior Manager, Facilities Management.

3.6. An appropriate member of the Executive Council will:

- Communicate with the family.

3.7. The Dean/Director will:

- Notify the program manager,

3.8. The Program Manager will:

- Notify faculty, staff and students

3.9. The President's Office will:

- Arrange for the President or their designate to speak with the family and extend the College's condolences

3.10. The Manager, Student Services, Financial Aid and Awards will:

- Advise the counseling staff and coordinate staff/student support
- Assemble locker contents/other student belongings for pick up/delivery to family

3.11. The Registrar will:

- Change the student status in the student information system
- Remove the student's name from all mailing lists to prevent any unnecessary future distress to family members

3.12. The Vice-President, Academic or designate will:

- Determine the appropriate tuition refund and who the funds will be returned to on a case-by-case basis. The refund will be limited to the current academic year.

3.13. The Senior Manager, Facilities Management will:

- Arrange to lower the College flags as per MITT's Flags at Half-Mast Policy

3.14. The Associate Vice President External & Corporate Affairs will:

- Draft a campus notice to advise the MITT community of the student death



4. Other Items for Consideration

- 4.1. Calls/inquiries/visits by members of the media are referred to the Associate Vice-President, External and Corporate Affairs.
- 4.2. Calls/inquiries/visits by police are referred to the Associate Vice-President, External and Corporate Affairs or the Senior Manager, Facilities Management.
- 4.3. Grief counseling/bereavement services for staff are available through MITT's Employee Assistance Program provider. Further information can be obtained through People Services.
- 4.4. Grief counseling/bereavement services for students are available through the Student Services.
- 4.5. Requests by family/friends/staff to honour the deceased by way of a memorial bursary are referred to the Associate Vice President, External and Corporate Affairs.
- 4.6. If it has been determined by Academic Council that a student has substantially completed their program, MITT may award a degree posthumously at the discretion of Academic Council.

5. Administration:

- 5.1. The Registrar, or designate, oversees the administration of this policy.

6. Review:

- 6.1. This policy is reviewed by Executive Council every five years.

7. Reference:

Flags at Half-Mast Policy

Privacy and Access to Information Policy