

Policy

Procedure

College Standard

Standard Operating Procedure

Guideline

Local Practice



Policy Title	Policy Number	
Death of a Student	E-1.48	
Executive Responsible	Administrator Responsible	
VP Student Affairs	Director Student Services	
Approving Body	Approval Date	Date of Next Review
Executive Committee	March 3, 2026	March 2031
Associated Procedure and Resources		
Death of a Student Procedure		

PURPOSE

This policy describes guidelines to be followed to provide an orderly, effective, and caring response in the event of the death of a student.

The death of a student is a tragedy for the family and friends of the student, and a significant loss for the College of New Caledonia (CNC) community. It is important that a compassionate, coordinated, and timely response occurs, appropriate to the circumstances, and consistent with the wishes of the family or next-of-kin.

SCOPE

This policy applies to the College's administrative response to the death of an active student. Individuals are still considered students for the purpose of this policy if they are on a scheduled program break.

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

GUIDING PRINCIPLES

1. The College is committed to responding to the death of a student in a compassionate and respectful manner that is appropriate based on the circumstances of the student's death.
2. The College will be guided by the following values:
 - 2.1 respect, sensitivity, and compassion for the student, family, specific campus, and all affected by the tragedy;
 - 2.2 clear and timely communication to minimize the amount of distress to the family and next-of-kin;
 - 2.3 clear and timely communication to the College community to provide relevant information and direction on supports and services, as required;

- 2.4 cooperation with external officials, as required; and
 - 2.5 discretion in the disclosure of information and compliance with all relevant legislation.
3. The Vice-President Student Affairs (VPSA), or designate, is responsible for mobilizing and coordinating the College's administrative response to the death of a student including assembling the Response Team as set out in the *Death of a Student Procedure*.
 4. The College will endeavor to minimize the impact of the death of a student on the College community by providing and/or facilitating appropriate support.
 5. In the event of a student death, a number of individuals and departments will be notified in order to support the College's administrative response to the death. Employees shall use discretion in the use, access, and disclosure of information related to the student and the student's death. Any information provided will be verified for accuracy and considered carefully before being conveyed to the College community, media, family, or next-of-kin. Use, access, and disclosure of personal information will be in accordance with the *B.C. Freedom of Information and Protection of Privacy Act*.
 6. The VPSA or designate will work with respective administrators and will act as the primary contact for the student's family or next-of-kin.

Supporting Information	
Related Policies, Forms, Documents, Websites	Awarding of Posthumous Credential Policy Awarding of Posthumous Credential Procedures
Acts and Regulations	BC Freedom of Information and Protection of Privacy Act BC Limitation Act BC Coroners Act