

DEATH OF A MEMBER OF THE COLLEGE COMMUNITY POLICY

This document is the parent policy for any College or Divisional procedures. Questions regarding this policy are to be directed to the identified Policy Administrator.

Functional Category:	Operations
Approval Date:	November 4 2020
Effective Date:	November 4 2020
Policy Owner:	Vice President, External Affairs and Brand
Policy Administrator:	Director, Brand

Objective:

The death of a student, employee, or member of the Board of Governors is a significant loss to the NorQuest College (college) community. The college will ensure that it responds appropriately when this situation occurs in order to fulfill legislative requirements and deal with the required parties in a professional, sensitive, and compassionate manner.

Authority to establish this policy is derived from the [NorQuest College Board of Governor's Policy No. 5](#), which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

Policy:

In the event of the death of a college community member, the college will conduct all required communications in a professional, sensitive, and compassionate manner in accordance with the Crisis Communications Plan and associated procedures owned by the Office of the Registrar and the People Division.

Communication responsibilities are:

- In the event of the death of a student or former student, the Office of the Registrar will be responsible for communicating – after consulting with Brand– with the appropriate parties.
- In the event of the death of an employee, former employee, or a current or former Member of the Board of Governors, the People Division will be responsible for communicating – after consulting with Brand – with the appropriate parties.

The college may, in the event of the death of alumni, honorary diploma recipients, retirees, volunteers, or other member of the college community issue communications to acknowledge these individuals. All communications, both internal and external, of this nature are to be prepared in consultation with the Storytelling Division, and/or the Advancement Division, and/or the Office of the President.

Definitions:

Employee: includes a person who is engaged by NorQuest College to perform a service in accordance with existing terms and conditions of employment, employment contracts or collective agreements.

Student (for the purposes of this procedure): any individual registered in a course or program who has paid the tuition fee in full or verified payment arrangements, and for whom the college maintains an affiliation as a learner in good standing. Another term for student is Learner.

Related NorQuest College Information:

- [Death of a Student Response Procedure](#)
- [Freedom of Information and Protection of Privacy Act](#)

Related External Information:

Next Review Date:

May 2024

Revision History:

June 2014: new (replaces Standard Practice 2.22 Death of a Student/Graduate)
August 2019: Compliance Office template & reorganization update
September 2020: reviewed and updated