

Royal Roads University Procedure

Effective Date:

November 1, 2013

Revision Date:

November 1, 2018

In the event of the death of a student, the Director of Student Services will coordinate the university's response. In January of each year, the Director of Student Services will provide the members of the Academic Leadership Team – Extended his or her contact information and a copy of these procedures. At this time, the Director, Student Services will also request that a contact person be identified for each of the following areas:

- Campus Services
- College of Interdisciplinary Studies
- Communications
- Faculty of Management
- Faculty of Social and Applied Sciences
- Financial Services: Student Accounts
- Indigenous Education and Student Services
- International Study Centre
- IT Services
- Library
- Marketing
- Office of the Registrar
- Operations and Resilience
- Professional and Continuing Studies

When a death occurs, the Director of Student Services (or designate) will:

- Inform the Associate Vice President, Student and Academic Services.
- Where appropriate or necessary, call together a task group of staff most closely involved with the situation and delegate tasks to group members as appropriate.
- In the event of the death of an Indigenous student, an International student, or a student studying outside of Canada, coordinate culturally appropriate protocols.
- Identify the primary spokesperson for the university.
- Identify which groups of the university community should be notified and work with Communications and the appropriate Dean or Academic Lead to determine how they should be notified.
- Ensure that a note of condolence is sent from the President or the appropriate Dean.
- Where applicable, an additional formal institutional letter of condolence may be written by a member of the university community who had a personal relationship with the student.

- Arrange for university representation at the funeral/memorial, if appropriate.
- Liaise with the Office of the Registrar to ensure that the records for all university departments are duly revised to note the death of the student.
- Request that university systems be altered so that no further communication is sent to the student from the university.
- Arrange for student referral to support services, including grief and/or trauma counselling, for classmates and students who may feel directly affected
- Liaise with Human Resource who may coordinate outreach to faculty and staff who were directly affected.
- Request that the flag be lowered on the date of the funeral or memorial service.

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