

13.99.99.R0.44 Death of a Student

Approved September 16, 2024
Next Scheduled Review: September 16, 2029



Procedure Summary

Depending upon the student death notification, this procedure will be implemented as appropriate. In the event of the death of a currently enrolled student, each of the indicated departments will be responsible for the following. The Family Education Rights and Privacy Act (FERPA) applies until the death is verified.

Procedures and Responsibilities

1 WHEN THE STUDENT DEATH OCCURS ON CAMPUS

- 1.1 The first responder will contact the University Police Department (UPD) immediately. UPD will respond and oversee the incident scene until all appropriate actions have been taken. The Vice President for Student Affairs (VPSA) or designee should be available, as appropriate. At the first opportunity, UPD officers will contact the Vice President of Administration and Finance (VPFA) and the VPSA simultaneously.
- 1.2 The VPFA and the VPSA will inform the President, the Provost, and/or other senior staff members as appropriate. In addition, through the designated staff, the following will be notified and corresponded with:
 - 1.2.1 Office of Marketing and Communications;
 - 1.2.2 Student's emergency contact;
 - 1.2.3 As appropriate, the Office of Student Advocacy & Support.

2 WHEN THE STUDENT DEATH OCCURS OFF- CAMPUS

- 2.1 The VPSA is responsible for coordinating the campus response to the death of a student, former student, or applicant, and for disseminating information to the campus community. The VPSA will notify each of the following department(s) of the death of the student and coordinate procedures for follow-up as appropriate:
 - 2.1.1 Notify UPD, if VPSA is first to be informed.

- 2.1.2 Facilitate communication with the family to express condolences on behalf of the University once the family has received official death notification and determine a family contact to close the student's personal affairs at the University and the student's estate.
- 2.1.3 Attend memorial services and/or arrange for flowers to be sent.
- 2.1.4 Act as the liaison (and/or their designee) between the student's family and the University.
- 2.1.5 Notify the Counseling Center (Support/Conduct grief counseling: group and individual)
- 2.1.6 Notify Residential Living and Learning
- 2.1.7 Notify all applicable offices/ departments.

2.2 University Police Department

If necessary, assist in verifying death by contacting one or more of the following: hospital, justice of the peace, and/or appropriate county office.

2.3 University Registrar (Official Records of the Deceased)

- 2.3.1 Change student records to reflect "Deceased" status in the official documents.
- 2.3.2 Delete the deceased Student's telephone number and address from the University mailing database.
- 2.3.3 Retain student's emergency contact on file.
- 2.3.4 If no academic credit is to be granted, cancel all tuition and fee assessments for the term.
- 2.3.5 Future terms open for registration are checked and schedules will be dropped as well as withdrawing the student if they are enrolled at the time of death.

2.4 The Lion Card Office

Lion Card Office will deactivate the deceased student's key card access.

2.5 Student Accounts

- 2.5.1 Student Accounts will calculate financial aid refunds in adherence with federal and state financial aid returns of funds regulations after review of the student's aid by the Financial Aid Office.

2.5.2 Student Accounts will clear student account of all balances due so that account reads a zero balance and will not be billed going forward.

2.6 Human Resources

When notified by the Vice President of Finance and Administration, Human Resources will take all necessary steps to update their employment and compensation status in Workday. Human Resources will be responsible for notifying the employing department.

3 ADDITIONAL ACTIONS

3.1 If the deceased student was an on-campus resident and as per the notification from the VPSA (or their designee); the Assistant Dean of Students and Director of Residential Living and Learning will:

3.1.1 Restrict access to student's room and personal effects.

3.1.2 When approved and appropriate, collaborate with the Office of Student Advocacy & Support to coordinate access to the deceased student's room and property, planning for the return of deceased student's property to their family.

3.1.3 Work with the deceased student's roommate(s) to ensure their well-being during this crisis.

3.2 If the deceased student was an international student and as per the notification from the VPSA (or their designee), the Director of International Programs will assist concerning consular outreach or family notification as appropriate.

3.2.1 Contact the appropriate embassy involved (if necessary).

3.2.2 Family notification may occur dependent upon consultation with the local consulate.

3.2.3 Where appropriate, arrange for a person who speaks the language of the deceased to be available to assist with communication.

3.2.4 Close the SEVIS record after receiving verification of the student's death (this must be done within 21 days of official notification).

3.3 If a death occurs while a student is studying abroad

The program leader or representative will contact the University Police Department and the US embassy alongside appropriate consulates.

Revision History

Revised November 7, 2024 (University Name Update)

Contact Office

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