A. POLICY STATEMENT
The university community will respond to the notification of the death of a student in accordance with standardized procedures coordinated by designated officials. Those procedures, determined by the circumstances, will include communication and actions related to student records, accounts, personal property, academics, family member contacts, and related matters. This policy sets forth procedural guidelines intended to assist those responding to the death of a student.

B. PROCEDURES

Notification of a student’s death will be conveyed as soon as possible to the University Office of the Registrar by university faculty, staff, or students who become aware a student has passed away. If someone becomes aware of a student death over the weekend or when the university is closed, notification should be made to the University Police Department (303-724-4444). The University Police Department will then contact the Denver Dean of Students or Anschutz Assistant Vice Chancellor for Student Affairs.

The Office of the Registrar will verify student enrollment and verification of student’s death via official documentation. Then, the Office of the Registrar, together with the CU Anschutz Assistant Vice Chancellor for University Life/Student Affairs or designee and the CU Denver/Dean of Students or designee and a Liaison appointed by the Dean of Students to act as point person the appointed liaison, will facilitate a coordinated campus response. The Registrar’s Office will make the appropriate updates to the student information system and notify other student administrative units (i.e. financial aid, bursar’s, NSC, IT production coordinator, etc.) that the student’s record has been closed. This will include the other CU Registrars if the student has records at the other CU Campuses. The Registrar Anschutz Assistant Vice Chancellor for Student Affairs or designee for a student at CU Anschutz or the CU Denver Dean of Students or designee for a student at CU Denver will distribute to specified university personnel and offices a version of the attached sample memorandum (“Notification of Student Death”) modified to fit the circumstances. This notification will include communication and action related to student records, accounts, personal property, academics, family member contacts, eligibility for posthumous academic degree, and related matters. The Liaison then will take the lead in communicating with those campus units to ensure completion of all procedures necessary to close the student’s record, including formal communication with and returning property to the student’s family. Schools and colleges or departments and others close to the student may choose to send condolences to the family of the student in addition to the formal communication.

Notes

1. Dates of official enactment and amendments:
   January 1, 2011: Adopted by the Provost
   April 19, 2019: Modified
   January 1, 2020 (Pending): Revised

2. History:
April 19, 2019: Modified to reflect a Campus-wide effort to recast and revitalize Campus policy sites into a standardized and more coherent set of chaptered policy statement organized around the several operational divisions of the university. Article links, University branding, and formatting updated by the Provost’s office.

January 1, 2020 (Pending): Clarified the procedural roles of the Office of the Registrar and those of the Anschutz Assistant Vice Chancellor for Student Affairs and the Denver Dean of Students.

3. Initial Policy Effective Date: January 1, 2011

4. Cross References/Appendix:
   - Campus Policy 7025, Posthumous Academic Degrees
APPENDIX A

UNIVERSITY OF COLORADO DENVER – MEMORANDUM

[SAMPLE, TO BE DISTRIBUTED BY THE -REGISTRARAssistant Vice Chancellor for Student Affairs for CU Anschutz and Dean of Students for Denver]

TO: University of Colorado Denver Officials and Offices
FROM: University Registrar Assistant Vice Chancellor for Student Affairs at CU Anschutz or Dean of Students at Denver
SUBJECT: Notification of Student Death
DATE:

We have been notified of the recent death of the following student. Please initiate your decedent student policy and procedures for:

Student Name: ID Number:
Undergrad___ Graduate___

School/College: Major:

Please Note: The University Liaison listed below will coordinate all information and communication on campus and with the family. Please contact the liaison with any questions, requests to communicate with the family, and notification when your procedures regarding Mr./Ms. ______ are completed. Often times a student death generates media interest. Any media inquiries should be directed to the Media Relations Office. The pager number is 303.266.2608

Liaison Name: Office:
E-mail: Telephone No.:

Distribution (as applicable):

_____ Provost
_____ Vice Provost/Associate Vice Chancellor, Diversity and Inclusion
_____ Vice Chancellor, Health Affairs (AMC student)
_____ Associate Vice Chancellor, Student Affairs
_____ Assistant Vice Chancellors-- as appropriate (University Life; Student Success; Enrollment Management; Undergraduate Experiences; International Affairs)
_____ School/College Dean
_____ Graduate School Dean
_____ Academic Department Head or Program Director
_____ Current Course Director(s)
_____ Student Life / Student Assistance Office Director (AMC)
_____ Community Standards & Wellness Director
_____ Counseling Center Director
_____ Campus Village Director
_____ Financial Aid Director
UNIVERSITY OF COLORADO DENVER – MEMORANDUM

TO: University of Colorado Denver Officials and Offices
FROM: Dean of Students
SUBJECT: Notification of Student Death
DATE: 

Dear Colleagues:

It is with deep sadness that we report to you the untimely death of one of our CU Denver students, (Insert Name), (Insert Date) college to notify any additional faculty and staff as appropriate.

Every student contributes to the community we create together here at CU Denver so the loss of any student is devastating to us all. Please know that our Counseling Center is available to offer grief counseling and support to our students who may be impacted by this tragic news. The Counseling Center is located in suite 454 on the 4th floor of the Tivoli building and services are free to students. For staff and faculty who may need support, the Colorado-State Employee Assistance Program (C-SEAP) is a valuable resource that offers professional assessment, referral, and short-term counseling services to
employees. They can be reached at (303-866-4314). Again, we are deeply saddened to inform you of this loss. I know you will join us in extending our heartfelt sympathies to Hallie’s family at this time.

Please initiate your decedent student protocols and procedures.

<table>
<thead>
<tr>
<th>Student Name</th>
<th></th>
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<tbody>
<tr>
<td>Student ID Number</td>
<td></td>
</tr>
<tr>
<td>Undergrad/ Graduate/ Alumni</td>
<td></td>
</tr>
<tr>
<td>School/College</td>
<td></td>
</tr>
</tbody>
</table>

The University liaison listed below will coordinate all information and communication on campus as well as with the family. Please contact the liaison with any questions or requests to communicate with the family and you may notify the liaison when your procedures regarding Hallie are completed.

**Liaison Name:** Holly Gary & Brittany Bohl

**Office:** Dean of Students Office

**E-mail:** DeanofStudents@ucdenver.edu

**Phone:** (303) 315-7310

Please Note: Often times, a student death generates media attention and interest. Please direct all media inquiries to Laura Parker (laura.parker@ucdenver.edu or 303-315-0009). Thank you.