



Campus Administrative Policy

Policy Title: University Response Following a Student Death

Policy Number: 7027 Functional Area: **Student Affairs**

Effective: January 1, 2011
Date Last Amended/Reviewed: January 1, 2011
Date Scheduled for Review: July 1, 2018
Supersedes: N/A

Approved by: Roderick Nairn
Provost and Vice Chancellor for Academic and Student Affairs

Prepared by: Assistant Vice Chancellor for University Life/Dean of Students; and University Registrar

Reviewing Office: Office of the Provost
Responsible Officer: Assistant Vice Chancellor for University Life/Dean of Students; and University Registrar

Applies to: University of Colorado Denver
University of Colorado Anschutz Medical Campus

A. POLICY STATEMENT

The university community will respond to 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 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 Dean of Students.

The Registrar will verify student enrollment and verification of student's death via official documentation. Then, the Registrar, together with the Assistant Vice Chancellor for University Life/Dean of Students and a Liaison appointed by the Dean of Students to act as point person, will facilitate a coordinated campus response. The Registrar 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.

**UNIVERSITY OF COLORADO DENVER – MEMORANDUM
[SAMPLE, TO BE DISTRIBUTED BY THE REGISTRAR]**

TO: University of Colorado Denver Officials and Offices
FROM: University Registrar
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
- _____ Bursar
- _____ Human Resources/Student Employment Director
- _____ IT Director

- _____ Library Director
- _____ Parking Manager
- _____ Auraria Recreation Center Director
- _____ Auraria Health Center Director
- _____ Student Health Insurance Coordinator
- _____ Risk Management Director
- _____ Book Store Manager
- _____ Alumni Association Director
- _____ Media Relations Director
- _____ AMC Badging Office
- _____ Other (Specify):

Notes

1. Dates of official enactment and amendments:
January 1, 2011: Adopted by the Provost
April 19, 2019: Modified
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.
3. Initial Policy Effective Date: January 1, 2011
4. Cross References/Appendix:
 - [Campus Policy 7025, Posthumous Academic Degrees](#)