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.

C. References/Related Policies
Posthumous Academic Degrees:
http://www.ucdenver.edu/faculty_staff/employees/policies/Policies%20Library/DDC/Academic/Posthumous%20Academic%20Degrees.pdf
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):