CAMPUS ADMINISTRATIVE POLICY JUSTIFICATION

**Policy Title:** University Response Following a Student Death  
**Policy Number:** 7027  
**Policy Functional Area:** Student Affairs  
**Date Submitted:** October 15, 2019  
**Proposed Action:** Approve Update  
**Brief Description:** This policy sets forth procedural guidelines intended to assist those responding to the death of a student with regards to communications and actions related to the student records, accounts, personal property, academics, family member contacts, and related matters.  
**Desired Effective Date:** April 1, 2021  
**Responsible University Officer:** Provost and Executive Vice Chancellor for Academic and Student Affairs  
**Responsible Office:** The Office of the University Registrar  
**Policy Contact:** The Office of the University Registrar  
**Last Reviewed/Updated:** January 1, 2011  
**Applies to:** University of Colorado Anschutz Medical Campus  
University of Colorado Denver

**Reason for Policy:** This policy sets forth procedural guidelines intended to assist those responding to the death of a student with regards to communications and actions related to the student records, accounts, personal property, academics, family member contacts, and related matters.

I. REASON FOR PROPOSED ACTION

According to scheduled review, our office was asked to review and provide recommended edits to this policy. Our recommendations include clarifying the procedural roles of the Office of the Registrar and those of the Anschutz Associate Vice Chancellor for Student Affairs and the Denver Dean of Students.

II. STAKEHOLDER ENGAGEMENT IN THE POLICY REVIEW

Provost (3-3-21)  
Vice-Provost (L. Bowman, 4-28-20)  
Legal (J. Willits, 1-21-20)
Auraria Campus Police (M. Phibbs, 1-24-20)
Chief of Policy, CU Anschutz (R. Repola, 1-24-20)
Dean of Students (B. Bohl, 11-18-19)
ASAL (11-20-19)
AVC for Student Affairs, CU Anschutz (J. Gascoigne, 11-8-19)
CU Anschutz Registrar (H. Peterson, 11-8-19)
AVC for Academic Operations (N. Viveiros, 12-13-19)
AD/ASG (D. Garrison-Wade, 12-13-19)
University Registrar (C. Johns, 10-31-19)
Policy Coordination Manager (M. Heredia, ongoing involvement)

III. LEGAL REVIEW

A. Do you think legal review would be required for these proposed changes?

Yes

1. If no, please explain. N/A

2. If yes, what is your plan to get the legal review? Ask Legal EA to assign an attorney to review.

3. Date legal review completed: January 21, 2020

4. Person completing legal review: J. Willits

IV. FISCAL REVIEW: Are there any financial (human resources, technology, operations, training, etc.) or other resource impacts of implementing this policy (e.g., cost savings, start-up costs, additional time for faculty or staff, new systems, or software)? No