



Campus Administrative Policy

Policy Title: University Response Following a Student Death

Policy Number: 7027A Functional Area: Student Affairs

Effective: March 17, 2026

Approved by: Laura Borgelt
Executive Vice Chancellor, Academic and Student Affairs

Applies to: CU Anschutz

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

1. Notification of a student's death will be conveyed as soon as possible to the Associate Vice Chancellor for Student Affairs or their designee by university faculty, staff, or students who become aware a student has passed away.
2. 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 Associate Vice Chancellor for Student Affairs or their designee.

3. The Associate Vice Chancellor for Student Affairs will verify student enrollment and the student's death via official documentation. Then, the Associate Vice Chancellor for Student Affairs or designee will facilitate a coordinated campus response. This includes, but is not limited to, convening the CARE Team, coordinating with the Registrar's Office, and coordinating with the appropriate school, college, or program.
4. 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.
5. The Associate Vice Chancellor for Student Affairs or designee will distribute to specified university personnel and offices a memorandum ("Notification of Student Death"). See Appendix A, which will be modified to fit the circumstances.
6. The Associate Vice Chancellor or their designee, in coordination with the appropriate school, college or program, will take the lead in communicating with appropriate campus units to ensure completion of all necessary procedures, including information related to eligibility for a posthumous academic degree. The school, college, or program will take the lead in communication with the student's family and returning personal property to the student's family.

Notes

1. History:
 - January 1, 2011: Adopted by the Provost
 - 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.

- July 1, 2020: Clarified 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.
- March 17, 2206: Policy 7027 was recast into separate policies for Denver (1027D) and Anschutz (7027A). 7027A was further revised to provide updated procedures.

2. Cross References/Appendix:

- [Campus Administrative Policy 7025, Posthumous Academic Degrees](#)

3. Responsible Office:

- Office of the Executive Vice Chancellor for Academic and Student Affairs; Associate Vice Chancellor for Student Affairs

Appendix A

Notification of Student Death

University of Colorado Anschutz Medical Campus Memorandum

[Sample, To Be Distributed by the Associate Vice Chancellor for Student Affairs]

TO: CU Anschutz Identified Offices
FROM: Associate Vice Chancellor for Student Affairs, CU Anschutz
SUBJECT: Notification of Student Death
DATE:

It is with deep sadness that I report to you the death of one of our students, [student name]. They were a student in the [school/college] [from XXXX to XXXX]. They passed away on [date]. I will defer to the Dean of the XXXX to notify any additional faculty and staff as appropriate.

Every student contributes to the community we create together here at CU Anschutz so the loss of any student is devastating to us all. Please know that our Student Outreach and Support office has reached out to students who may have been affected by this event and is readily available to help navigate resources for any student in need.

Student and Resident Mental Health is available to offer grief counseling and support to our students who may be impacted by this tragic news. 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). In addition, our [Faculty and Staff Mental Health Clinic](#) is a resource.

Again, we are deeply saddened to inform you of this loss. I know you will join us in extending our heartfelt sympathies to [student's] family at this time.

Please initiate your decedent student protocols and procedures.

Student Name:

Student ID Number:

Undergraduate/Graduate/Alumni:

Career:

School College:

Please Note: The Office of the Registrar will coordinate communication and action related to student records. The [school/college] liaison listed below will coordinate all personal information and communication. Please contact the appropriate liaison with any questions, requests to communicate with the family, and notification when your procedures regarding [student] are completed.

Liaison Name:

Title:

E-mail:

Phone:

Note: On occasion, a student death generates media interest. Please direct all media inquiries to the CU Anschutz [Communications Office](#)

Distribution (as applicable):

Notification	Title/Position
	Chancellor
	Executive Vice Chancellor for Academic & Student Affairs (Provost)
	Executive Vice Chancellor for Finance & Administration
	Registrar
	Legal Counsel
	University Police
	Vice Chancellor, Health Affairs
	Associate Vice Chancellor, Student Affairs
	Assistant Vice Chancellors, as appropriate
	School/College Dean
	Student Life / Student Services
	Student and Resident Mental Health Center Director
	Financial Aid Director
	Bursar
	Human Resources/Student Employment Director
	IT Director

Notification	Title/Position
	Library Director
	Parking Manager
	Student Health Insurance Coordinator
	Risk Management Director
	Book Store Manager
	Alumni Association Director
	Communications Director
	CU Anschutz Badging Office
	Other (Specify):