



Campus Administrative Policy

Policy Title: University Response Following a Student Death

Policy Number: 7027D Functional Area: Student Affairs

Effective: April 1, 2021
Date Last Amended/Reviewed: March 8, 2021
Date Scheduled for Review: April 1, 2028
Supersedes: University Response Following a Student Death (January 1, 2011)
Approved by: Michelle Marks
Chancellor, University of Colorado Denver
Prepared by: Dean of Students, CU Denver; and University Registrar
Reviewing Office: Office of the Provost
Responsible Officer: Provost and Executive Vice Chancellor for Academic and Student Affairs
Applies to: CU Denver

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 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 Dean of Students (303-315-7310).

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 the CU Denver Dean of Students (or designee), appoint a liaison to 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 CU Denver Dean of Students (or designee) 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 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 include 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
July 1, 2020 : 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.

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, 2026: Policy 7027 was recast into separate policies for Denver (7027D) and Anschutz (7027A).
3. Initial Policy Effective Date: January 1, 2011
4. Cross References/Appendix:
 - [Campus Administrative Policy 7025, Posthumous Academic Degrees](#)

Appendix A
Notification of Student Death
University of Colorado Denver Memorandum
[Sample, To Be Distributed by the CU Denver Dean of Students]

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 Name) passed away on (Insert Date). We will defer to the Dean of the 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 (Insert Name) family at this time.

Please initiate your decedent student protocols and procedures.

Student Name:

Student ID Number:

Undergraduate/Graduate/Alumni:

Career:

School College:

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 [student name] 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, a student death generates media attention and interest. Please direct all media inquiries to University Communications (303-315-0277). Thank you.