



Policy 3.9

Responsible Executive:
Vice President for
Enrollment and Student
Services
Originally Issued: June 9,
2010

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STUDENT DEATH PROTOCOL

Policy Statement

The tragedy of a student's death saddens the entire Roosevelt University community. This policy and the procedures outlined below are meant to give guidance to appropriate faculty and staff so that the deceased student's family members may be comforted and relieved of burdensome paperwork.

Reason for Policy

The purpose of this policy is to provide guidelines for use within the University community regarding the death of a student.

Entities Affected by this Policy

All departments in the University

Web Address

www.roosevelt.edu/policies

Related Documents

Awarding a Posthumous Degree (see appendix to this policy)

Implementation

Notification of Student Death

1. The Vice President for Enrollment and Student Services should be notified as soon as possible by the first person on campus who becomes aware of the student death.
2. The Vice President for Enrollment and Student Services should confirm accuracy of report and then follow the steps below.
3. Notify following:
 - President
 - ✓ Executive Council
 - ✓ Trustees (if deemed necessary)
 - Provost and Executive Vice President
 - ✓ Deans
 - ✓ Faculty (especially those who have taught the student)
 - VP for Enrollment and Student Services
 - ✓ Registrar
 - ✓ Financial Aid
 - ✓ Residence Life (if applicable arrange for removal of belongings and take room off-line if necessary)
 - ✓ International Office (if applicable)
 - ✓ Counseling Center
 - ✓ Human Resources (student employment)
 - Public Relations
4. Notify Resident Students
 - Roommate(s) and relocate if necessary
 - Other residents
5. Arrange counseling services as appropriate
 - Faculty
 - Classmates
 - Co-workers if employed on campus
 - Roommates
 - Resident students
 - General campus community
6. Suggest messages to University community from Public Relations as appropriate.
7. Obtain details regarding funeral arrangements from family
 - Confirm if services are public or private
 - Identify University representative who will attend

- Arrange transportation for students to service
 - Follow up email to appropriate community members regarding funeral arrangements
8. Determine expression of sympathy from the University
 9. Determine if an on campus memorial service or a vigil is appropriate
 10. Request a copy of the death certificate from the family
 - Copy to Registrar
 - ✓ Flags in BANNER
 - ✓ Stop correspondence to student
 - ✓ De-active student email account
 - Copy to Financial Aid
 - ✓ Notify appropriate agencies regarding loans, etc.
 - ✓ Notify Student Accounts to cancel any outstanding balance

Appendix

Awarding of a Posthumous Degree

A posthumous degree may be awarded under the following circumstances:

- A request is made by a member of the deceased student's family.
- The student enrolled at the time of death in course that would have completed his /her degree requirements (no more than 15 semester hours remaining for undergraduates and no more than 6 semester hours for graduates) and was earning passing grades. A graduate student must have substantially completed his/her thesis, project or internship. The Faculty of record must certify such accomplishments.
- The University Registrar has completed a final degree audit.
- The Dean of the college granting the degree has recommended to the Provost that the degree be awarded.
- The Provost and Executive Vice President has approved the awarding of the degree.
- After the posthumous degree has been awarded, a notation will be made on the transcript specifying that the degree was awarded posthumously.