



## Campus Administrative Policy

**Policy Title:** University Response Following a Student Death

Policy Number: 7027                      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:	Donald M. Elliman, Jr. Chancellor, University of Colorado Anschutz Medical Campus Michelle Marks Chancellor, University of Colorado Denver
Prepared by:	Associate Vice Chancellor for Student Affairs, CU Anschutz; 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 Anschutz 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, at CU Anschutz, notification should be made to the University Police Department (303-724-4444). The University Police Department will then contact the Anschutz Associate Vice Chancellor for Student Affairs. At CU Denver, 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 with the CU Anschutz Associate Vice Chancellor for Student Affairs (or designee) or 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 Anschutz Associate Vice Chancellor for Student Affairs (or designee) for a student at CU Anschutz or the CU Denver Dean of Students (or designee) for a student at CU Denver 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.
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 ANSCHUTZ MEDICAL CAMPUS MEMORANDUM [SAMPLE, TO BE DISTRIBUTED BY THE Associate Vice Chancellor for Student Affairs for CU Anschutz]**

TO: University of Colorado Denver Officials and Offices  
FROM: Associate Vice Chancellor for Student Affairs,t 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 college 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 Case Management 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 Mental Health is available to offer grief counseling and support to our students who may be impacted by this tragic news. Student Mental Health is located on the 2<sup>nd</sup> floor of the Fitzsimmons 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 [student's] family at this time.

Please initiate your decedent student protocols and procedures.

<b>Student Name</b>	
<b>Student ID Number</b>	
<b>Undergrad/Graduate/ Alumni</b>	
<b>Career</b>	
<b>School/College</b>	

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 liaison with any questions, requests to communicate with the family, and notification when your procedures regarding [student] are completed.

**Liaison Name:**  
**Office:**  
**E-mail:**  
**Telephone No.:**

**Note:** On occasion, a student death generates media interest. Please direct all media inquiries to David Kelly in the CU Anschutz Media Relations Office: [David.Kelly@cuanschutz.edu](mailto:David.Kelly@cuanschutz.edu) or 303.724.1525. Thank you.

**Distribution (as applicable):**

- \_\_\_\_\_ Chancellor
- \_\_\_\_\_ Provost
- \_\_\_\_\_ Executive Vice Chancellor for Finance
- \_\_\_\_\_ Legal Counsel
- \_\_\_\_\_ University Police
- \_\_\_\_\_ Associate Vice Chancellor, Diversity and Inclusion
- \_\_\_\_\_ Vice Chancellor, Health Affairs CU Anschutz 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
- \_\_\_\_\_ Student Life / Student Services (CU Anschutz)
- \_\_\_\_\_ Student Mental Health Center Director
- \_\_\_\_\_ Financial Aid Director
- \_\_\_\_\_ Bursar
- \_\_\_\_\_ Human Resources/Student Employment Director
- \_\_\_\_\_ IT Director
- \_\_\_\_\_ Library Director
- \_\_\_\_\_ Parking Manager
- \_\_\_\_\_ Student Health Insurance Coordinator
- \_\_\_\_\_ Risk Management Director
- \_\_\_\_\_ Book Store Manager
- \_\_\_\_\_ Alumni Association Director
- \_\_\_\_\_ Media Relations Director
- \_\_\_\_\_ CU Anschutz Badging Office
- \_\_\_\_\_ Other (Specify):

**CU Anschutz Student Death Protocol Checklist**

Notification - When a faculty or staff member is notified or alerted of a potential student death, the first step is to call University Police to initiate protocol practices

University Police Department reporting notifies:

- Associate Vice Chancellor (AVC) for Student Affairs or Designee

AVC or Designee will notify

- Appropriate School or College Dean of the alleged death
  - Dean identifies need-to-know faculty/staff
  - Dean or designee contacts emergency contact
- Registrar of process initiation
- Legal
- Student Mental Health (SMH)
  - Identify provider availability
- Office of Case Management will:
  - Open new Maxient (online case management software) case
  - Pull rosters and class schedules
  - Confirm if international student, veteran, working with Disability Resource Services

CARE Team will be notified and convened

- CARE Team will request from University Police any applicable city/state database information they can provide about the student
- Core students who were impacted by the student death will be identified and Care Reports will be filled out for each student
  - Student circles may include:
    - IPE
    - Lab groups
    - Rotation groups
    - Close Anschutz friends/faculty/staff
    - Etc.
- Central Student Affairs will:
  - Outline and confirm initial communication plan including
    - Providing templates and deadlines (available and pre-set in Maxient)
    - Communicating with the specific area of study
    - School or College Student Affairs team
    - Human Resources as appropriate
    - Coordination of time and place of impacted student meeting
    - Identifying chaplain availability
    - Coordinating with the Johnson Depression Center
    - Contacting the Marketing and Communications office for social media alerts

If applicable Human Resources will:

- Confirm employment
- Identify supervisor and team and/or students in classes taught by faculty

Central Student Affairs in conjunction with School/College, SMH and the Office of Case Management, will convene a Core Meeting of impacted students. At that meeting:

- School or College Dean or designee will:
  - Share student status
  - Shares names and contact info for the key faculty/staff students can meet with for support and/or guidance
  - Provide expectations on communications with students moving forward
    - Sets date and time for future meetings
      - Video option
      - Discussion board/canvas course for online programs?

Post Core Meeting, Case Management will collect all the names of impacted students and provide outreach

Individual meetings will be scheduled through the Office of Case Management

AVC initiates Registrar protocol when student death has been confirmed with death certificate or coroner's report.

Dean or designee coordinates any memorial with family

#### Post Core Meeting

- Dean
  - Contacts emergency contact
  - Notifies program by email (copies CM)
- AVC
  - Support letter to program (copies CM)
  - Notification of death to Registrar
  - Notification of death to leadership
- CM
  - Specific outreach to closely affected students
  - Outreach to classmates/lab group/etc.
- SMH
  - Provides on-site and at SMH support
- SE
  - Coordinates with Legal and Dean RE:
    - Memorial
    - Posthumous degrees
    - Etc.
- UPD
  - Confirm death
- Debrief Meeting

**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 4<sup>th</sup> 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.

<b>Student Name</b>	
<b>Student ID Number</b>	
<b>Undergrad/ Graduate/ Alumni</b>	
<b>School/College</b>	

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](mailto:DeanofStudents@ucdenver.edu)  
**Phone:** (303) 315-7310

Please Note: Often times, a student death generates media attention and interest. Please direct all media inquiries to University Communications (303-315-0277). Thank you.