

UC Davis Policy and Procedure Manual

Chapter 280, Student Affairs

Section 10, Death of a Student, Former Student, or Applicant

Date: ~~4/26/07~~~~7/3/14~~Draft 11/4/14

Supersedes: ~~2/29/00~~~~1/26/07~~

Responsible Department: Student Affairs

Source Document: N/A

I. Purpose

This section sets forth the procedures for reporting, campus notification and subsequent responsibilities in the event of the death of a UCD student, former student, or applicant who has accepted admission.

II. Policy

A. The Vice Chancellor--Student Affairs is responsible ~~for developing procedures~~ for coordinating the campus response to the death of a student (including a student on PELP or Deferred Enrollment status), former student, or applicant, and for disseminating information to the campus community.

B. Reporting a Death (Undergraduate, Graduate, & Professional)

1. All University personnel must immediately report the death of any student (registered, former, or applicant) to the Office of the Vice Chancellor--Student Affairs (530-752-6866/752-2416).
2. After hours reports are made to the UCD Police Department (530-752-1231), who will notify Vice Chancellor--Student Affairs as soon as possible.
3. Reports must be made regardless of student status (Undergraduate, Graduate, Professional) or location (e.g., students participating in Education Abroad Program, Washington Program, University Extension).

III. Procedures

Reporting a Death (Undergraduate, Graduate, & Professional)

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~~After hours reports shall be made to the UCD Police Department (530-752-1231), who will notify Vice Chancellor--Student Affairs as soon as possible.~~

~~This report shall be made regardless of student status (Undergraduate, Graduate, Professional) or location (students participating in Education Abroad Program, Washington Program, University Extension, etc.).~~

ABA. Death of a registered student

~~1. Reporting a death~~

- ~~a. All University personnel shall immediately report the death of any registered student to the Office of the Vice Chancellor--Student Affairs (530-752-6866/752-2416).~~
- ~~b. After hours reports shall be made to the UCD Police Department (530-752-1231), who will notify Student Affairs as soon as possible.~~
- ~~c. This report shall be made regardless of student status (undergraduate, graduate, professional) or location (students participating in Education Abroad Program, Washington Program, University Extension, etc.).~~

21. Campus notification

- a. Following verification of the student's ~~identity~~death via the Coroner's Office, the Office of the Vice Chancellor--Student Affairs ~~shall notify~~notifies the following offices of the death:
- 1) Offices of the Chancellor and Provost
 - 2) Office of the University Registrar
 - 3) ~~University Strategic~~ Communications
 - 4) ~~Cowell Student Health Center~~Student Health and Counseling Services (Executive Director and Director of Counseling Services)
 - 5) Risk Management
 - 6) Dean of the student's college or school
 - 7) Chair of the student's department
 - ~~8) Director - Counseling and Psychological Services (CAPS)~~
 - ~~9) Director - Advance- Advancement~~ Services
 - ~~10) Director of the unit that employed student, if applicable~~
 - ~~11) Relatives of the deceased who are University students or employees. The relevant department head, vice chancellor, academic advisor, or CAPS Director shall inform these relatives of available services and options for managing their academic or personal needs.~~
 - 10) Financial Aid and Scholarships Office
 - 11) Cal Aggie Alumni Association (CAAA)
 - 12) Director - Student Judicial Affairs (SJA)
 - ~~13) Director - Intercollegiate Athletics (ICA)~~
 - ~~14) Director - Services for International Scholars (SISS)~~
 - 15) Student Accounting
 - 16) Associate Vice Chancellors of Student Affairs
 - 17) UC Davis Police Department
 - 18) Undergraduate Education
- b. The Office of the University Registrar ~~shall send~~sends official notice to relevant campus officials ~~and marks the student's record inactive.~~
- c. If the student was a University employee, the employing unit ~~shall notify~~notifies Accounting and Financial Services (see Section 380-40).
- d. Academic and administrative units ~~shall take no action to~~must not inform offices or individuals prior to the official notification ~~without specific instructions from Student Affairs other than to notify appropriate faculty and staff, including the student's advisor, major professor, or counselor after they have received official notification from the Registrar.~~
- ~~1)e. The student's record shall be marked inactive by the academic program~~Office of the University Registrar.
- ~~2)fe.~~ The awarding of a posthumous degree or certificate of academic accomplishment may be requested from the Academic Senate for ~~an undergraduate or graduate a graduate student who has advanced to candidacy or an undergraduate student who had advanced to candidacy~~in accordance with the Academic Senate Bylaws and Regulations:
http://academicsenate.ucdavis.edu/bylaws_and_regulations/regulations.cfm#524-
- ~~egf.~~ The ~~CAPS Director~~Vice Chancellor of--Student Affairs (or designee) will serve as

the University contact for the next of kin.

~~fh.~~ The notification will include the cause of death using one of the following categories:

- ~~1) Accident~~
- ~~2) Medical condition~~
- ~~3) Crime~~
- ~~4) Undetermined~~

~~ig.~~ The following information should be provided in the death notification to the ~~aforementioned offices~~ death notification will include the following information:

- ~~1) Name~~
- ~~2) Student Identification Number~~
- ~~3) College~~
- ~~4) Major~~
- ~~5) Level~~
- ~~6) Date of Birth~~
- ~~7) Date of Death~~
- ~~8) Location~~
- ~~9) Name of the Coroner's Office and the Coroner's official who confirmed the death~~
- ~~10) Cause of Death (accident; medical condition; crime; undetermined) using one of the following categories:~~
 - ~~— Accident~~
 - ~~— Medical Condition~~
 - ~~— Crime~~
 - ~~— Undetermined~~

~~32.~~ Inquiries

- a. Media inquiries regarding a student death ~~shall be~~ are referred to ~~University Strategic~~ Communications.
- b. Other inquiries ~~shall be~~ are referred to ~~the Office of the Vice Chancellor--~~ Student Affairs.
- c. The following ~~positions--offices~~ are expected to respond directly to inquiries when necessitated by official duties:
 - ~~1) Student Health Center physicians and Counseling Services~~
 - ~~2) CAPS psychologists and psychiatrists UC Davis Police department staff~~
 - ~~3) Police department staff~~

~~43.~~ University publications that include information regarding student deaths ~~shall~~ must consult with ~~University Strategic~~ Communications prior to publication. Publication of information ~~shall~~ must be done with concern for the surviving family and friends.

~~5.~~ ~~Following notification, campus administrative units shall implement the internal response procedures on file with the Vice Chancellor--Student Affairs.~~

~~64.~~ Personal effects

- a. If the coroner or peace officer seals the student's residence, the family or their funeral chapel can arrange for return of personal effects directly from the coroner or ~~policy~~ police agency.
- b. If personal effects are to be removed from California, they may be recovered from the county's public administrator.

~~75.~~ Departments ~~shall~~ consult with Risk Management or Campus Counsel for questions regarding preserving or destroying a deceased student's records. All handling of records ~~shall must~~ be in compliance with relevant Federal and State statutes (e.g., FERPA, HIPAA) and with the UC Records Retention and Disposition Schedules.

~~8.~~ ~~When appropriate, the Vice Chancellor--Student Affairs shall request the Student Affairs Incident Management Council and the Crisis Management Team to assist in developing specific plans for a University response.~~

~~6.~~ ~~The Office of the University Registrar shall arranges for appropriate refund of fees paid.~~

~~BGB.~~ Death of a former student

~~1.~~ ~~A former student's death shall be reported to the Office of the Registrar.~~

~~21.~~ Campus notification

~~a.~~ ~~Following verification of the former student's identity, the Registrar will close the former student's academic record and notify the following offices to take appropriate action~~ ~~Following verification of the student's identity, the Office of the Vice Chancellor--Student Affairs shall notify-notifies~~ the following offices of the death:

~~1)~~ ~~Offices of the Chancellor and Provost~~

~~2)~~ ~~a.~~ ~~Student Affairs~~ ~~Office of the University Registrar~~

~~3)~~ ~~Strategic Communications~~

~~4)~~ ~~g.~~ ~~CAPS~~ ~~Student Health and Counseling Services (Executive Director and Director of Counseling Services)~~

~~5)~~ ~~f.~~ ~~Former student's academic program (Department & College)~~

~~b.~~ ~~Offices of the Chancellor and Provost~~ ~~6)~~ ~~e.~~ ~~Director--~~ ~~Advancement Services, University Relations~~

~~7)~~ ~~e.~~ ~~Financial Aid and Scholarships Office (including Prestigious and Undergraduate Scholarship Office)~~

~~8)~~ ~~d.~~ ~~Cal Aggie Alumni Association (Cal Aggie Alumni Association (CAAA))~~

~~7~~

~~9)~~ ~~Director – Intercollegiate Athletics (ICA)~~

~~10)~~ ~~Director – Services for International Scholars (SISS)~~

~~b.~~ ~~The following information should be provided to the aforementioned offices~~ ~~death notification will include the following information:~~

~~1)~~ ~~Name~~

~~2)~~ ~~Student Identification Number~~

~~3)~~ ~~College~~

~~4)~~ ~~Major~~

~~Level~~

~~5)~~ ~~Date of Birth~~

~~6)~~ ~~Date of Death~~

~~2.~~ ~~The Office of the University Registrar will close the former student's academic record.~~

~~CDC.~~ Death of an undergraduate applicant ~~who has accepted admission~~

~~1.~~ ~~Reporting a death~~

~~a.~~ ~~All University personnel shall immediately report the death of an undergraduate student applicant to the Undergraduate Admissions Office (530-752-3018).~~

~~b.~~ ~~After hours reports shall be made to the UCD Police Department (530-752-1231), who will~~

~~notify Undergraduate Admissions as soon as possible.~~

~~21.~~ Campus notification

a. Following verification of the applicant's identity, Undergraduate Admissions ~~shall~~will close the applicant's application and academic record, and notify the following offices to take appropriate action:

- ~~1) Student Affairs~~Office of the University Registrar
- ~~2) UC Office of the President~~Student Health and Counseling Services (Executive Director and Director of Counseling Services)
- ~~3) Chair of A~~academic department (major/program) to which applicant had applied
- ~~4) Dean of college or school~~College to which applicant had applied
- ~~5) Director –~~
- ~~6) Director –~~Advancement Services
- ~~7) Other relevant campus departments as necessary~~Accounting and Financial Services (Cashier's & Student Accounting)
- ~~8) Financial Aid and Scholarships Office~~
- ~~9) Cal Aggie Alumni Association (~~Cal Aggie Alumni Association (CAAA)~~)~~
- ~~9) Director –~~Intercollegiate Athletics (ICA)
- ~~10) Director –~~Services for International Students (SISS)
- ~~11) Student Housing~~

~~b. The following information should be provided to the aforementioned offices: The death notification will include the following information:~~

- ~~1) Name~~
- ~~2) Term~~
- ~~3) College~~
- ~~4) Major~~
- ~~5) Level~~
- ~~6) Date of bBirth~~
- ~~7) Date of dDeath~~

~~32.~~ The ~~Associate Deputy~~ Director--Undergraduate Admissions, ~~Operations(or designee)~~, on behalf of the Chancellor, ~~shall write contacts to~~ the family to express the University's sympathies and offer assistance for arranging campus visits and acquiring information.

~~43.~~ The ~~Associate Deputy~~ Director--Undergraduate Admissions, ~~Operations(or designee)~~, ~~shall~~arranges for appropriate refund of the deposit on registration fees if already paid.

IV. Further Information

Questions regarding these procedures should be directed to the Office of the Vice Chancellor--Student Affairs, 530-752-6866/752-2416.