



University Policy Death of a Student

Introduction

The death of a student can be deeply emotional and stressful and may affect the entire University community, in addition to the family and friends of the deceased. Individuals respond differently to circumstances that surround a death. Therefore, when the death of a student occurs, the University has a responsibility to respond timely, sensitively and appropriately.

Purpose

The purpose of this policy is to set forth a framework which will delineate roles and responsibilities that are both important and necessary in order for the University to respond to the death of a student(s) in an orderly, effective and empathetic manner.

Definition

Student: A student is an individual who is enrolled in and actually attends an educational institution.

Policy

Information about a student(s) death should be reported to the Albany State University Chief of Police and the Vice President for Student Affairs and Enrollment Management (VPSAEM). It is understood that information regarding a student death may come to the attention of any member of the community, and may come from various sources. However, in order to ensure that the University responds in a manner that is sensitive to the circumstances surrounding the death, the aforementioned individuals will have primary responsibility for addressing the issues which may arise regarding this policy.

Any report of a currently enrolled or formerly enrolled student's death must be verified or confirmed by the Albany State University Chief of Police or his/her designee. The Chief of Police will verify the death by contacting the county coroner, police agency, or funeral home as appropriate.

When warranted, the Chief of Police will work collaboratively with the local police authorities regarding an investigation or handling of any related evidence.

Upon verification of the death, the Chief of Police will contact the VPSAEM and he/she will implement the University's response protocol.

As soon as practicable, the VPSAEM will immediately notify other University officials as deemed appropriate.

The VPSA will make the initial contact with the primary family members.

In no event will the campus community or media be informed of the student's death until the death has been verified and primary family members have been notified.

Notification of the University community at large as well as media contacts regarding the deceased will be handled by the Director of University Communication or his/her designee.

Upon the request of students, faculty, and/or staff members and with the approval of the family of the deceased student(s), the VPSA or Dean of Students will work with Campus Life to coordinate a remembrance event.

The Vice President of Fiscal Affairs or his/her designee will work with other departments to identify and closeout the deceased student's financial account.

Under certain circumstances, a posthumous degree or certificate may be awarded. (Refer to the Posthumous Degree award policy).

Exceptions

The President in his/her discretion in consultation with the Provost/Vice President of Academic Affairs will determine other instances in which this policy may be applied based on the information that is available at the time he/she learns of a death.

Procedures

Contact Student Affairs for details regarding the response protocol and procedures.

Refer to the policy regarding the award of Posthumous Degrees and Certificates and contact the Registrar's Office if additional information is needed.

Contact Financial Services regarding any unresolved financial obligations or possible refunds.

Applicability

While this policy applies to currently enrolled students, it is also appropriate to follow this policy in the case of the death of a former student.

Accountability

Albany State University Chief of Police or designee

Albany State University Vice President of Student Affairs and Enrollment Management

Contacts

Albany State University Police Department

Albany State University Division of Student Affairs

References

None

Last Update

July 31, 2018