

STOCKTON UNIVERSITY



PROCEDURE

Student Death Notification

Procedure Administrator: Vice President, Student Affairs

Authority:

Effective Date: September 1, 2019

Index Cross-References:

Procedure File Number: 3930

Approved By: Harvey Kesselman, President

At Stockton University, the death of a student is always the saddest of occasions, with implications that are experienced campus-wide. Therefore, it is imperative that the University follow a clear and consistent approach to managing expectations in its response and communications. Accordingly, the University has established the following procedure to ensure the appropriate coordination of actions and messaging are employed in a considerate, timely, and sensitive manner.

INDIVIDUAL RESPONSIBLE FOR COORDINATION/IMPLEMENTATION

The Vice President for Student Affairs, or designee, is responsible for coordinating and implementing the Student Death Notification Plan and the Campus Response Plan.

MEDIA INVOLVEMENT

All media contacts involving a student death will be coordinated by the Office of University Relations and Marketing in consultation with the Office of the Vice President for Student Affairs and the Campus Police.

CONFIRMATION AND NOTIFICATIONS

The following actions are implemented once confirmation of a student death has been received from the proper authorities.

A. STUDENT DEATH OCCURRING OFF-CAMPUS

When a student death occurs off-campus or internationally, notification to the family would be made by the hospital personnel and/or police agencies. Members of the University community who learn of a students' death should report that information to Campus Police. Campus Police will then follow the procedure outlined in Section B and C.

B. STUDENT DEATH OCCURRING ON-CAMPUS (RESIDENTIAL, NON-RESIDENTIAL, COMMUTER)

1. Campus Police are responsible for contacting the proper medical authorities to confirm a students' death on campus. The Director of Campus Public Safety will contact the

Vice President for Student Affairs, Assistant Vice President/Dean of Students, Vice President for Facilities and Operations and the Executive Director for University Relations and Marketing to inform them of the students' death to activate the Crisis Response Team and to ensure responsiveness to media inquiries. In SASI housing, local authorities may be first responders and will contact Campus Police.

2. Campus Police will conduct their investigation in cooperation with local law enforcement departments and medical services.
3. Notification to the student's family is made by the local, county, municipal or state police of the jurisdiction where the family resides. The Campus Police works on the coordination of notification efforts with the police agencies near a student's familial residence.

Notification to University Officials

4. After confirmation of student death is received from the proper authorities, the AVP/Dean of Students will notify the Director of Residential Life, who then notifies the manager on call, complex directors, and building R.A.(s) in an effort to better assess the impact to the University community and ensure complete responsiveness to its needs.
5. A Crisis Response Team will be activated by the AVP/Dean of Students or designee. Included on this team will be representatives from the following areas:
 - a) Counseling Services
 - b) Residential Life
 - c) Campus Police
 - d) CARE and Community Standards
5. The Crisis Response Team will be available for individual and small group sessions and will conduct residential, classroom, and special group meetings as needed.
6. The AVP/Dean of Students will contact the respective Dean and faculty of the Academic School of the deceased student as appropriate, for informational purposes only.
7. The AVP/Dean of Students will contact the Office of the Registrar to remove communication notifications to student account or addresses. The AVP/Dean of Students will also communicate with the Registrar regarding withdrawal from classes.

Disclosure by Student Records:

8. The Registrar will notify the following offices:
 - a) Academic Schools
 - i. Preceptor
 - ii. Faculty
 - b) Alumni Affairs
 - c) Bursar
 - d) Community Wellness and Health Education
 - e) Counseling Services

- f) Enrollment Management
- g) Event Services and Campus Center Operations
- h) Financial Aid
- i) Information Technology Services
- j) Institutional Research
- k) Residential Life
- l) Richard E. Bjork Library
- m) Student Development
- n) SASI (food service or bookstore accounts)

Family Communication/Notification

- 9. Follow-up contact for support and condolences to the student’s family should be made by the AVP/Dean of Students in consultation with Vice President for Student Affairs or designee. The AVP/Dean of Students will also discuss arrangements for retrieval of personal belongings from residential facilities at the appropriate time.
- 10. An administrative announcement from the Office of the Vice President of Student Affairs will be sent to the campus community within 1-2 business days following the confirmation of a student’s death, or as soon possible, if the circumstances warrant a longer period before an announcement can be made. This information should notify the community of the student's death, the general circumstances surrounding the death, and any available arrangements for on- and off-campus memorials.
- 11. The AVP/Dean of Students will consult the deceased student's family to determine the appropriate level of support that they would want from the university (i.e. university official attendance at services, floral arrangements, etc.).
- 12. The AVP/Dean of Students, in conjunction with the Office of Student Development and other staff as needed, will coordinate arrangements for on-campus responses that involve students. The family of the deceased will be involved to the extent they wish.

C. OTHER RELATED MATTERS

- 1. The AVP/ Dean of Students will initiate contact with the Bursar’s Office for appropriate action related to the student’s account.
- 2. All academic-related concerns will be referred to Academic Affairs.

Review History:

	Date
Vice President for Student Affairs	08/12/2019
General Counsel	08/15/2019
Cabinet	08/15/2019
President	08/31/2019