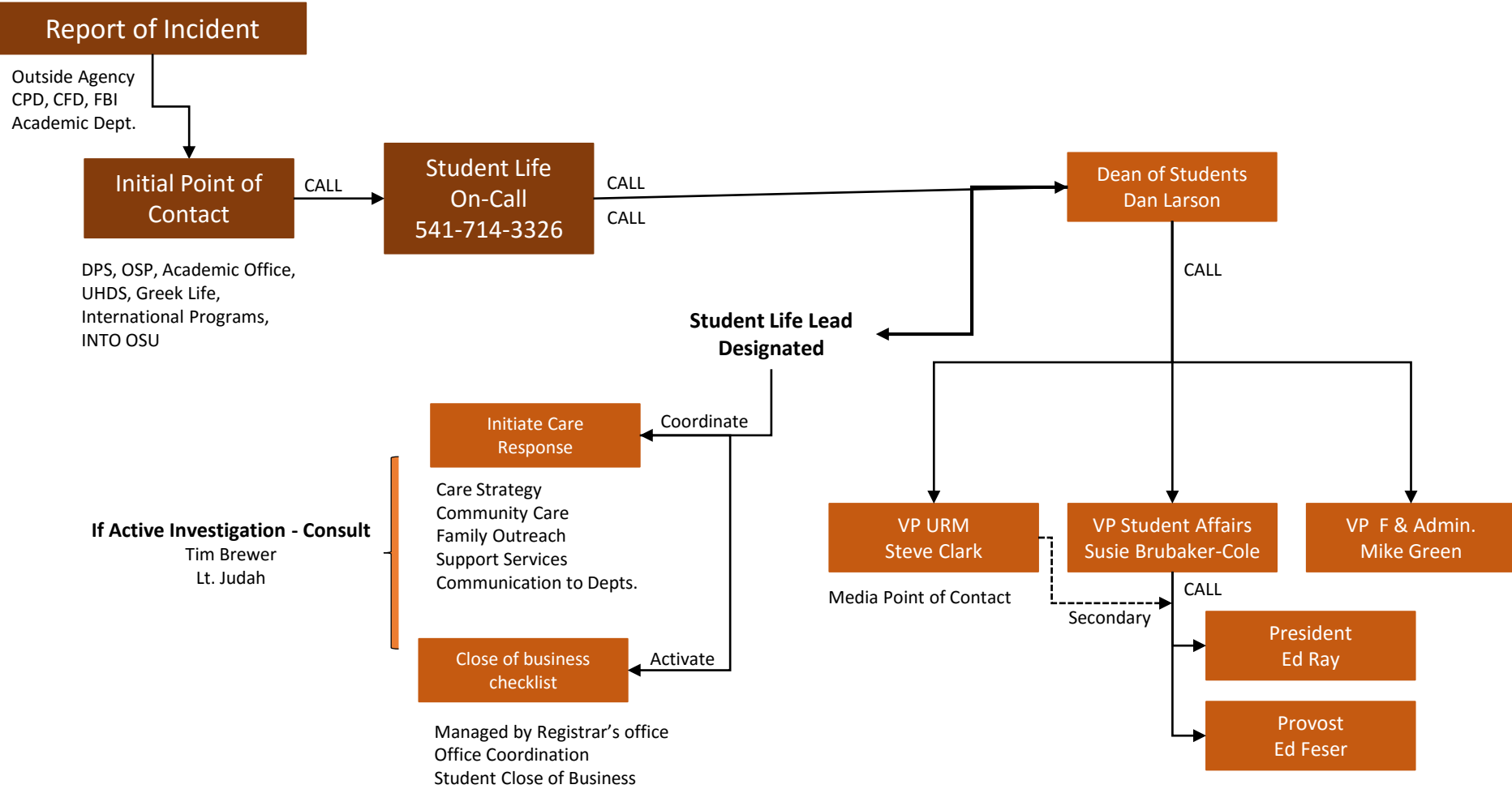


Student Harmed/Student Death

Initial Communication and Action Protocol

Effective 12.15.16 rev 3.14.17



University Notification, Support Services and Action For Managing a Student Death

The designated Assistant Dean of Student life will initiate both Care and Close of Business checklist.

The Office of Student Life Will:

1. Coordinate internal communication to relevant university constituents
2. Coordinate Student Care Team, if needed
3. Communicate with family, including sending condolence and resource letter, creating a single point of contact, unless otherwise designated
4. Provide support to affinity group(s)
5. Activate close of business checklist

University Relations and Marketing Will:

1. Manage media inquiries and/or provide official statements and notifications

Office of the Registrar Will:

1. Coordinate close of business checklist
2. Notify Office of Student Life of close of business checklist completion

Close of Business Checklist

Administrative

- Registrar – administrative withdrawal, transcript review for posthumous degree
- Student Accounts – note change of address for 1098-T, advise what is required to conclude business with university
- Financial Aid - note change of address for 1098-T, advise what is required to conclude business with university
- ID center – check account and initiate adjustments
- Veteran’s Center (if veteran) – advice for survivors
- OHR (if employee) – employment record closure, including any payment adjustments
- UHDS contract (if living on-campus) – termination of contract
- Contact alumni relations to cease mailings
- Graduate student but not PharmD or DVM, contact graduate school for processing

On campus belongings

- MU - removal of belongings
- Dixon Rec - removal of belongings
- UHDS - removal of belongings