



# CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS ADMINISTRATIVE POLICY MANUAL

**Student Affairs**  
**Approved By:** Richard R. Rush  
President

**Policy Number:** SA.01.001  
**Effective Date:** 9/25/07  
**Page 1 of 2**

## Policy on Death of a Student

### **PURPOSE:**

The death of a student represents a loss for the campus community as well as for the family and friends of the deceased. In the event of a student death, the University community must respond with compassion, thoroughness, and most importantly, with a measure of dignity toward the student and his/her family and friends.

This policy is intended to assist University personnel who gain first knowledge of such situations and those who by title or by delegation of responsibility become involved in the numerous and necessary University activities borne of such unfortunate events. Such a policy also shall ease the administrative burden of other University offices and address the needs of the student and his/her family in a timely manner.

### **BACKGROUND:**

As outlined in the Student Affairs Procedure for Death of a Student, responsibilities concerning notifications required to various campus administrative and service departments in the event of the death of a student as well as coordinating such actions expeditiously and sensitively with regard to the feelings of the family, relatives, and friends of the deceased, have been detailed within the procedure.

### **POLICY:**

#### **Accountability:**

Student Death Emergency Response Coordinator

#### **Applicability:**

All current CSUCI students.

#### **Definition(s):**

CSUCI Student – a student currently enrolled at CSUCI during the spring or fall semester, summer period, or one who has completed the immediately preceding term and is eligible for re-enrollment. This also includes non-matriculated (i.e. Open University, Extended Education, Osher, and prospective/intent to enroll students).

Student Death Emergency Response (SDER) Team – a campus administrative group consisting of the Vice President for Student Affairs, the CSUCI Police Chief, Special Assistant to the President, Director of Communications & Marketing, Dean of Student Life, Dean of Enrollment Services, University Registrar, and the Special Assistant to the Vice President for Student Affairs. The team will be led by



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the Vice President for Student Affairs who functions as the Student Death Emergency Response Coordinator (SDERC).

*SDER Coordinator* – the Vice President for Student Affairs as designated by the University President will lead the Student Death Emergency Response Team and is designated responsible for coordinating the notifications and other actions that may be necessary in response to a student death.

### **Text:**

The institutional response to a CSUCI student death entails a series of administrative actions to settle accounts and close academic and personnel records. As outlined in the Procedure for Death of a Student, the campus Student Death Emergency Response (SDER) Team shall be activated and notifications made to a number of campus units in order to enable administrative actions to be taken in a timely manner. Notification responsibilities shall be coordinated by the Student Death Emergency Response Team Coordinator or his/her designee, as specified in the Procedure for Death of a Student.

It is the policy of the University that non-directory information pertaining to deceased students will only be released to the executor/executrix of the estate, or to the next-of-kin, for a period of five years commencing with the date of death. During this five year period, the executor/executrix, or next-of-kin, may also authorize the release of non-directory education information on the deceased student to other parties if a written release is signed. After the five year period, access to education information on the deceased is permitted to anyone without permission.

Every effort will be made to preserve the integrity of the academic record of the deceased in order to prevent identity theft and the fraudulent use of course work, degrees or certificates awarded to the deceased.

A Policy on Degrees Awarded Posthumously (SP 06-10) addresses eligibility and questions of awarding a posthumous degree in the name of a deceased student.

### **EXHIBIT(S):**

Division of Student Affairs, Procedure on Death of a Student

Confirmation Notice for Death of a Student