



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS ADMINISTRATIVE POLICY MANUAL

Student Affairs
Approved By: Erika D. Beck
President

Policy Number: SA.01.002
Effective Date: 2/26/18
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Policy in the Event of a Student Death

PURPOSE:

The death of a student represents a devastating loss for the family and friends of the deceased as well as for the campus community. In the event of a student death, the University community should respond with compassion, thoroughness, and most importantly, with dignity toward the student and their family.

This policy is intended to assist responsible University personnel in performing necessary University actions following a student's death, including timely response to the University-related needs of the immediate family, to the extent possible and appropriate.

BACKGROUND:

POLICY:

Accountability:

Vice President for Student Affairs (VPSA) or designee

Applicability:

California State University Channel Islands (CSUCI) students

Definition:

Student: A student currently enrolled in CSUCI courses during the spring or fall semester, or the summer term, or one who has completed the immediately preceding term and is eligible for re-enrollment or within six months of separation or graduation from the University. This includes Extended University Degree Programs, Open University, Osher Lifelong Learning Institute (OLLI), and prospective/intent to enroll students.

TEXT:

In all cases, when a member of the University community learns of a student death, they shall contact the University Police at 805-437-8444. The Chief of Police (or designee) will immediately contact the University President and notify the VPSA.

In the event of a student death while studying or traveling outside of the United States on a University-sponsored program, the Dean of Extended University & Associate Vice President for International Affairs should be contacted. The Dean/AVP will contact the Chief of Police (or designee), who will contact the University President, Provost, and VPSA.



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In all cases, as much information regarding the student death as is available shall be provided in the notification. Important information includes the following:

1. Name of deceased student
2. Student's ID number (if known)
3. Date, time and location of death
4. Circumstances surrounding the death
5. Source of notification of the student's death (friend, call from family, media, etc.)
6. Whether the deceased student was a resident on campus
7. Copy of obituary or article related to death (if available)

Notifications and Other Responses

The institutional response to a CSUCI student death necessitates a series of administrative actions to settle accounts and close academic and personnel records. The VPSA (or designee) is responsible for sending out notification to the appropriate University staff and/or administrators (detailed within the Division of Student Affairs Procedure in the Event of a Student Death) in the event of a student death.

In order to remain sensitive to the dignity and memory of the student and their family, areas shall be responsible for ensuring that the action as outlined in the Procedure in the Event of a Student Death is completed within seven (7) business days upon notification. Upon completion of the appropriate action by the areas, confirmation should be sent to the VPSA (or designee), which is documented on the Confirmation of Action Items in the Event of a Student Death form.

EXHIBIT(S):

Confirmation of Action Items in the Event of a Student Death form

[Policy on Degrees Awarded Posthumously SP.06.013](#)

[CSU Chancellor's Office Coded Memorandum HR 2005-19, Major Incident Reporting Requirements Procedure in the Event of a Student Death](#)