

EDINBORO UNIVERSITY OF PENNSYLVANIA

DEATH OF A STUDENT

Policy No. A029
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Supersedes Policy No. A029, Dated 4/30/89, 9/24/92 and 4/28/95

Recommended for Approval by Dr. Kahan Sablo, Interim Vice President for Student Affairs

Approved by Dr. Jeremy D. Brown, President on September 20, 2010

Review Date: As Required

INTENT

This policy outlines a systematic and responsive approach for responding to the death of a student. It is the intention of the university to be sympathetic in addressing the needs of those affected by a student's death and to facilitate the appropriate coping with such a loss through the availability of support and counseling resources.

PROCEDURES

In the event of a student death on or off campus, the University Police should be immediately notified. The University Police will notify the Vice President for Finance & Administration and the Vice President for Student Affairs. If the Vice President for Finance & Administration and the Vice President for Student Affairs are unavailable, the University Police should notify the President or his/her designee.

If the death is discovered by a university employee other than the University Police, the University Police should be immediately notified. The employee should then utilize the appropriate chain of command to notify his/her supervisor. When necessary, the appropriate support service referrals will be made by the employee's immediate supervisor.

The location of the student's death will be considered a potential crime scene until police personnel have determined otherwise. Therefore, access to this location may be restricted pending resolution of a criminal investigation. Individuals sharing a common living space with the deceased student may be temporarily or permanently reassigned at the University's discretion. The Residence Life and Housing office will attempt to honor on campus room relocation requests as appropriate.

A. Notification

The University Police will follow standard procedures for notifying the appropriate agencies (e.g., the coroner, etc.). Upon notification by the University Police, the Vice President for Student Affairs (or designee) will attempt to communicate with the deceased student's next of kin after formal notification has been made by the hospital, police, or other appropriate entity. The Vice President for Student Affairs will consult the deceased student's emergency notification records prior to contacting the next of kin.

In the event that the Vice President for Student Affairs is the first to be notified of a student death, he/she will notify the President, University Police and all other appropriate university personnel. Depending on circumstances, the Vice President for Student Affairs may also convene the Campus Emergency Response Team (CERT). The Vice President for Student Affairs (or designee) will serve as the primary university contact person for the deceased student's next of kin. After all emergency notifications have been made, the university will contact the Office of the Chancellor to advise of the situation.

B. Public Statements

All public statements should be prepared and delivered by the Assistant Vice President for Communications and Marketing or Presidential designee. When a question of institutional liability exists, the President (or designee) will seek legal advice in preparing public statements. Media representatives and all other inquiries should be referred to the Assistant Vice President for Communications and Marketing so that factual and accurate information can be provided by that office.

C. Campus Emergency Response Team (CERT)

If activated, the CERT will convene to assess the impact of the student's death to the campus community and recommend appropriate responses. University responses may include campus-wide debriefing sessions, outreach to affected individuals, and/or the convening of a Family Assistance Center (FAC) as referenced in Policy A072.

D. Continuity of Operations Plans

- 1) Upon receipt of a notification of a student death, the Dean of Students will advise the deceased student's classroom faculty, academic advisor, and academic dean of the student's death as soon as possible via e-mail as a primary and expedient means of delivery. In addition, selected campus offices will be notified to inactivate the appropriate student records and immediately discontinue any correspondence. Offices to be notified include but are not limited to the Bursar, Development/Advancement, Student Judicial Affairs, Financial Aid, Library, Campus Ministry, Technology and Communications, Provost, Records and Registration, University Police, Office of Social Equity, Residence Life and Housing, Counseling and Psychological Services, and Student Health Services.
- 2) The Provost will review the student's academic transcript to evaluate the appropriateness of a posthumous degree confirmation consistent with Commonwealth law, regulations, and Board of Governors Policy.

- 3) For on-campus students, the Director of Residence Life and Orientation, on receipt of approval from the University Police, will provide the next of kin access to the deceased student's room to retrieve personal belongings. These items should be retrieved as soon as logistically possible. It is expected that the deceased student's belongings will be retrieved no later than 30 calendar days following the university's initial communication with the next of kin. However, a deceased student's possessions should be removed prior to the beginning of the following academic session unless other arrangements have been made.
- 4) The Vice President for Finance and Administration will review the student's account and determine how to resolve any outstanding financial matters.