University of California San Francisco
Guidelines for Responding to the Death of a Student or Trainee

When a student, postdoctoral scholar, resident, or fellow dies, the campus response must be timely, appropriate, and sensitive to the dynamics of the particular incident. The guidelines below will assist the coordinating officials in their response.

NOTE: Hereafter postdoctoral scholars, residents, and fellows will be referred to as “trainees.”

I. Reporting a death
a. Initial contact: The person discovering or first learning of the death should immediately attempt to notify the Campus Police, the Dean’s office of the student’s School or the Graduate Division, the Graduate Medical Education Office or Student Academic Affairs. These three offices are responsible for notifying each other.

b. Coordination: The Dean or Associate Dean of the individual’s School/Division and the Vice Chancellor of Student Academic Affairs will confer with one another to determine how to best collaborate on the next steps and overall response.

[Internal SAA procedure: The Vice Chancellor will be notified immediately. If the Vice Chancellor is not available at the time the call is received, the first back up will be the SAA Chief of Staff, the second back up will be Director of Student Life, and the third back up will be the Registrar.]

II. Responding to a death
a. Check list: Print out check list (included below) and use it to confirm which official/office will complete each task.

b. Outreach and Business Functions: In general, it is recommended that the School or Graduate Division address the outreach functions and that Student Academic Affairs ensure the completion of the business functions. However, these tasks may be assigned and delegated as deemed appropriate by the senior officials involved from all relevant offices.

c. Notify University Relations to designate a spokesperson to speak with the media or other non-family member inquiring about details of the death.
CHECK LIST for RESPONSE COORDINATORS IN STUDENT ACADEMIC AFFAIRS AND SCHOOLS/GRADUATE DIVISION

I. Within the first 24 hours (when appropriate and possible)
Indicate who/which office will complete the task and the date it is completed.

Notification to campus offices should be limited to the established facts and should not include speculation regarding the circumstances of the death.

OUTREACH

1. Complete the brief informational report about the deceased.
Who? ______________ Date______

2. Contact the Chancellor’s immediate office.
Who? ______________ Date______

3. Contact the family & next of kin.
Who? ______________ Date______

4. Notify Executive News Director in the offices of University Relations.
Who? ______________ Date______

5. Contact Student Health and Counseling Services for support.
Who? ______________ Date______

6. Consider need to facilitate /communicate about memorial events.
Who? ______________ Date______

7. Notify faculty in school or graduate program.
Who? ______________ Date______

BUSINESS FUNCTIONS

8. Inform Vice President for Student Affairs at UC Office of the President (if student)
Who? ______________ Date______

9. Contact Campus Housing if deceased was a resident.
Who? ______________ Date______

10. Contact Registrar’s Office or HR to verify individual’s identity.
Who? ______________ Date______

11. Contact Registrar’s Office or HR to identify possible same-name people; confidentially notify same-name people and recommend they communicate their well being to family and friends.
Who? ______________ Date______

12. Contact Office of Student Life for possible group affiliations and notification to such groups (if student)
Who? ______________ Date______

13. Call and send copy of report (if relevant):
Who? ______________ Date______

UC Police Department
University Relations
Registrar’s Office
Campus Housing
Human Resources
Campus Life Services
Student Financial Aid
Risk Mgmt and Insurance Services
Student Health & Counseling Services
Intrntl Students & Scholars Office
Campus Counsel
Student Life
Graduate Medical Ed. Office
CONSIDERATIONS FOR NOTIFICATION AMONG CAMPUS DEPARTMENTS

• If the death is being investigated by the Coroner’s Office, the Campus Police will coordinate the notification of the next of kin and the release of any information relating to the case with that office.

• For individuals under the immediate care of Student Health and Counseling Services, or the Medical Center, notification should be handled by the responsible administrator or clinician, according to department policy.

• For those individuals on an international visa, notification should be handled according to the policies of the International Students and Scholars Office.

• In all other cases, the Dean or Assistant Dean of the School/Graduate Division or the Vice Chancellor for Student Academic Affairs will contact the spouse/partner, family, and/or next of kin.

II. Within first 48 Hours (when appropriate and possible)

Indicate who/which office will complete the task and the date it is completed:

OUTREACH

1. Initiate condolence to the family from School Dean or Division.
   Who? ____________ Date_____

2. Provide students and other community members with relevant information about the incident. The notification should include: (1) factual information, (2) ways in which the community can express condolences to the family, and (3) available support services for the community to deal with the death.
   Who? ____________ Date_____

BUSINESS FUNCTIONS

3. Review information on benefits or payroll, loans or receivables to discuss with family members if necessary.
   Who? ____________ Date_____

4. Registrar’s Office and Financial Aid or HR initiates all necessary steps to coordinate refunds and stop routine mailings from: cashier, billing, housing, library, financial aid, loans and receivables, alumni office, etc.
   Who? ____________ Date_____

5. Initiate process to determine if a posthumous degree is possible/appropriate.
   Who? ____________ Date_____

6. Registrar and Financial Aid initiate process to refund fees for current quarter.
   Who? ____________ Date_____

Prepared by Student Academic Affairs
January 2011

Page 3 of 4
III. After the First 48 hours (when appropriate and possible)

Indicate who/which office will complete the task and the date it is completed:

**OUTREACH**

1. The Chancellor sends condolences.
   Who? ____________ Date______

2. The Office of the President sends condolences.
   Who? ____________ Date______

**BUSINESS FUNCTIONS**

3. The death certificate is archived.
   Who? ____________ Date______

4. Various issues to consider: obituary, donations and gifts, family of deceased and travel expenses, multiple deaths, transportation of remains.
   Who? ____________ Date______

5. Inventory personal and professional belongings and arrange for them to be returned to family.
   Who? ____________ Date______