MEMORANDUM
Student Death Response

In the event of the death of a currently enrolled student, our response should reflect the values of the university and treatment of the family with the highest degree of respect and sensitivity. The Dean of Students Office will have the lead responsibility in representing the university to the family. This will include communication with the family on behalf of the university. After connecting with the family of the deceased student, the Dean of Students Office will inform the academic dean of the school/college and provide family contact information to the dean.

Additionally, the Dean of Students Office will notify the academic deans, department chairs and directors of critical university departments of the death. Academic deans will be responsible for the following actions:

- Notification to critical individuals within the school/college.
- Identifying staff or students that may need additional support resources. Students needing additional support can be referred to the Dean of Students Office. Faculty and staff should be referred to the Employee Assistance Program.
- Determine if the student should be awarded a posthumous degree or a posthumous commendation as outlined in Faculty Document 2146a.
  - If yes, establish the process for awarding the degree or commendation.

University department directors will be responsible for the following actions:

- Notifying staff in the department who oversee specific administrative tasks related to a student death. (Example: Contacting the Wisconsin Foundation and Alumni Association to insure that future communications are not sent to the deceased student or their family.)

The Dean of Students Office will work with the Student Crisis Response Team to provide outreach to individual students and groups who might be impacted by the death of the student. This effort may include partners, roommates, student organizations, lab partners, coworkers and program colleagues. Faculty, departments and staff seeking additional resources can contact the Employee Assistance Program for assistance.

University Communications will take the lead in determining if a media response is appropriate. This will include coordinating press releases, statements and interviews.

At this difficult time, it is critical that the university work together to meet the needs of the family, students and staff.
Death of a Registered Student
Drop-In Staff Member
CHECKLIST

☐ Verify the death with coroner, family member, obituary, etc. If the death occurred in Dane County, contact the Dane County Medical Examiner’s office at (608) 284-6000.

☐ With whom did you verify death: ______________________________

☐ Create yellow folder with label ([student name]/DECEASED/year)
  ■ Print student Datasheet/BRIO, and enter case into the MAXIENT database

☐ Notify director/assistant director of the Dean of Students Office and executive assistant of student death and supply them with any family contact information

☐ Notify student’s faculty

☐ Verify Student Employment:
  ■ Contact the division’s payroll specialist or human resources manager for verification at (608) 263-5700

☐ Contact University Housing/University Apartments, if student was a resident.
  ■ University Housing is contacted through the mailing list. To directly notify the RLC involved call (608) 225-7118.

☐ Contact roommate(s), friends, partner, co-workers, work, athletics/intramural, and student organizations as appropriate

☐ Contact the director of the Center for the First-Year Experience at (608) 262-2421

☐ Check Facebook for further information or to identify friends located elsewhere

☐ Notify the dean of students and the associate deans in the Division of Student Life and print a student Datasheet/BRIO

☐ If the death is of a student studying abroad, notify International Academic Programs

☐ If the death is of an international student, notify the director of International Student Services

☐ Notify one of the co-chairs of the Student Crisis Response Team
  ■ Assistant dean/director of the Dean of Students Office at (608) 239-2836
  ■ Interim co-director of Mental Health Services at (773) 852-6436
Death of a Registered Student
Director/Assistant Director
Dean of Students Office (DOSO)
CHECKLIST

☐ Make initial phone call to family approximately 24-72 hours after death. Family phone number may be found on the student data sheet. This initial phone call should focus on condolences and extending support.
  ■ Determine parental status
  ■ Confirmation of home address
    ☐ Can their home address be released for condolences? ☐ Yes ☐ No
    Address: __________________________________________
    __________________________________________
  ■ Determine funeral services information:
    Location: ______________________ Date: _______ Time: _______
    If desired, arrange transportation for students wishing to attend the funeral from campus.
  ■ Are there students/faculty/staff on campus that the family would like us to notify or reach out to? ☐ Yes ☐ No
  ■ Let the family know you will be calling in a few days with a follow-up phone call

☐ Notify and inform academic dean of family contact information

☐ Make a follow-up phone call (one week later)
  ■ Does the family approve acknowledging the student at the university ceremony honoring students who have died in the past year? ☐ Yes ☐ No

Additional Considerations:
  ■ Remind the family to consider media attention surrounding the death
  ■ If desired by the family, assist in arranging a memorial service on campus
  ■ If desired by the family, memorial funds can be established through the UW Foundation
  ■ If desired by the family, DOS staff can help gather the student’s belongings to return to the family
Death of a Registered Student
Executive Assistant
CHECKLIST

☐ Send campus notification memorandum to the following:
  ■ Chief of Staff, Chancellor’s Office
  ■ Director, University Communications
  ■ Director, Bursar’s Office
  ■ Registrar, Registrar’s Office
  ■ Director, Office of Student Financial Aid
  ■ Director, Admissions Office
  ■ Director, University Health Services
  ■ Director, Mental Health Services
  ■ Director, UW Foundation
  ■ Director, Wisconsin Alumni Association
  ■ Director, Wisconsin Union
  ■ Director, Parent Program
  ■ Director, University Libraries
  ■ Director, Division of Information Technology
  ■ Badger Call
  ■ Division Leadership Team, Division of Student Life

☐ Send campus notification memorandum to the following (individual cases as appropriate):
  ■ Dean, School or College
  ■ Director, Academic Department (if known)
  ■ Director, Housing Assignment Office
  ■ Director, University Apartments

☐ Send letter of condolence from the Dean of Students

☐ Send flowers to the visitation/funeral service

☐ If applicable, mail tuition refund check to the family:
  ■ Check should be made out to “Estate of [student’s name]”
Death of a Registered Student
Student Crisis Response Team
CHECKLIST

☐ Outreach to larger groups of students, faculty and staff will primarily involve the Student Death Response Team. Specific tasks include:

- Identifying groups of individuals that have been impacted by the student death
- Outreach to student organizations, employment sites, athletic teams and other groups
- Support and resources for faculty, staff and departments
- Coordinate information, impact, legal support
- Contact registrar’s office
  ☐ Home town impact