

Texas Woman's University University Regulation and Procedure

Regulation and Procedure Name: Reporting Student Death Guidelines

**Regulation and Procedure
Number: URP: 06.150**

Policy Owner: Student Life

POLICY STATEMENT

The purpose of this URP is to establish an orderly and timely procedure for reporting a student death at Texas Woman's University.

APPLICABILITY

This policy is applicable to TWU Students, Faculty, and Staff.

DEFINITIONS

None

REGULATION AND PROCEDURE

- I. Reporting Student Death Guidelines
 - A. The Office of Student Life should be notified if any person has knowledge of the death of a TWU student. The Office of Student Life will verify the information, provide notification, and facilitate appropriate administrative arrangements as required.
 - B. The University Department of Public Safety ("DPS") should be notified immediately in the event a death occurs on campus. DPS will be responsible for subsequent emergency action.
 - C. The Residence Director should be contacted in the event of a death in the residence hall. The Residence Director shall contact DPS and the Director of University Housing. DPS will then notify the Vice President for Student Life (or her/his designee). Should the death of a student in a residence hall be reported directly to DPS, University Housing personnel will be notified by a member of the DPS staff.

- D. The off campus death of a student should be reported to the Vice President for Student Life (or her/his designee).
- E. Upon notification and verification of a student death, the Vice President for Student Life (or her/his designee) shall notify the Chancellor and President and Vice Presidents. The following steps will be facilitated by the Vice President for Student Life (or her/his designee):
1. Notify the family;
 2. Notify the Campus Manager of the Dallas or Houston Center, as appropriate;
 3. Inform the Office of Marketing and Communications for preparation for media inquiries;
 4. Advise the Counseling Center who will provide support services to the University community as required;
 5. Take necessary steps to withdraw the student from the University; and
 6. Notify the following departments:
 - a. Office of the Provost and Vice President for Academic Affairs
 - b. Associate Provost
 - c. General Counsel
 - d. Associate Vice President for Information Technology Services
 - e. Associate Vice President for Instructional Support Services
 - f. Associate Vice President of Marketing and Communications
 - g. Assistant Vice President of Enrollment Services
 - h. Director of Admissions
 - i. Registrar
 - j. Director of University Housing, if applicable
 - k. Director of Financial Aid
 - l. Director of Food Services, if applicable
 - m. Bursar, Cashier's Office

- n. Alumni Office
 - o. Dean of Graduate School, if applicable
 - p. Dean of the College/School in which the student is enrolled
 - q. Department of Public Safety (DPS)
 - r. Office of International Education, if applicable
7. Coordinate appropriate steps necessary on the part of the University to resolve any personal matters related to the deceased and his/her relationship to the University.
 8. Coordinate any action to facilitate plans for a memorial service.

II. Account and Emergency Loan Balances

Student account and emergency loan balances will be reviewed by the Director of Financial Aid and the Bursar and adjusted as required. Refunds, if any, will be processed by the Bursar and forwarded to the family of the deceased student.

III. Posthumous Degree

Any request for a posthumous degree will be considered in accordance with University policy.

REVIEW

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a result of updates to federal and state law or regulations, Board of Regents policies, or internal processes or procedures.

REFERENCES

None

FORMS AND TOOLS

None

<p>Publication Date:</p> <p>Next Review:</p>
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