DECEASED STUDENT

Wichita State University Notification and Action Protocol

Last updated 1/3/2019

START

Death occurring **on-campus** *or* Death occurring **off-campus**

Campus Police respond and notify...

University office or staff receives information and notifies...

AVP/DEAN OF STUDENTS

AVP/DOS notifies President's Office

AVP/DOS notifies VP of Student Affairs, other AVPs, Associate/ Assistant Deans, and Directors

AVP/DOS completes "Notification of Student Death"

AVP/DOS's office sends "Notification of Student Death" via email to Directors/Contacts in...

PRESIDENT'S OFFICE:

- Notifies Executive Team.
- Authorizes lowering of WSU flag to half mast.
- Sends letter of condolence to parent(s), guardian(s) or family.

REGISTRAR:

- Codes student as "deceased."
- Deactivates student's email account.
- Notifies communications officers to remove student from all University mailing lists.

DEAN OF COLLEGE:

- Obtain student's schedule and notifies faculty and advisor.
- Notifies Undergrad or Graduate Dean as appropriate.
- Send letters of condolences if appropriate.
- Initiates request to award posthumous degree if criteria is met.

FINANCIAL AID:

- Deactivates student's financial aid.
- Determines status of student's accounts.

STUDENT HEALTH SERVICES:

- Cancel any outstanding bills the student may owe.
- If student has health plan, notify representative to determine coverage and benefits to be paid.
- Place DOS's memo in student's chart.

CONTROLLER:

- Notifies Student Employment in Human Resources.
- Determines student's balance to either refund as a credit or bill for balance as appropriate.
- Cuts check if refund approved to "Estate of..." and determines (with AVP/DOS) appropriate distribution of check.

HOUSING & RESIDENCE LIFE:

If applicable:

- Cancel contract.
- Take room off-line if necessary.
- Contact Dining Services to cancel meal plan.
- Provide full or pro-rated refund w Controller's Office.
- Work with Care Team to notify roommates.

COUNSELING:

- Provide on-site counseling if needed.
- Responds with counseling services as requested.
- Contacts faculty to offer counseling for classes.

STRATCOMM:

- Responds to media.
- Issues appropriate University statement.
- Coordinates media presence.