



Channel Islands
CALIFORNIA STATE UNIVERSITY
 Division of Student Affairs

Confirmation Notice for Death of a Student

In order to remain sensitive to the dignity and memory of the student and his/her family, the following University areas shall be responsible for ensuring that the action as outlined in the campus procedure, Death of a Student, is completed within seven (7) business days upon notification from the Student Death Emergency Response Coordinator.

Name of Deceased Student:

ID:

Date of Death:

University notified on:

Area/Department

Action Completed By

Date

- Advancement Database Specialist
- Associate Director of Records and Registration
- Associate Provost
- AVP for Human Resources Programs
- AVPSA - Enrollment Services
- AVPSA/Dean of Students
- AVPSA/Director of Admissions and Records
- Chief of Police
- Chief of Staff
- Director of Alumni Relations
- Director of Communication and Marketing
- Director of Financial Aid and Scholarships
- Director of Housing and Residential Education
- Director of Transportation and Parking Services
- Executive Secretary to the President
- Manager of Student Financials
- Operating Systems Analyst
- Provost/Vice President for Academic Affairs
- Vice President for Finance and Administration
- Vice President for Student Affairs
- Vice President for Technology and Communication

Confirmation Notice Completed By: _____ **Date:** _____