



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS POLICY MANUAL

Division of Student Affairs

Approved By: <Office Use Only>
<Office Use Only>

Policy Number: SA.01.002

Effective Date: <Office Use Only>

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Policy on Death of a Student

PURPOSE:

The death of a student represents a loss for the campus community as well as for the family and friends of the deceased. The University's response to the death of a student will be guided by respect and dignity for the student, the student's family and friends, as well as respect for the family's wishes and privacy.

~~In the event of a student death, the University community must respond with compassion, thoroughness, and most importantly, with a measure of dignity toward the student and his/her their family and friends.~~

~~This policy is intended to assist University personnel who gain first knowledge of such situations and those who by title or by delegation of responsibility become involved in the numerous and necessary University activities borne of such unfortunate events. Such a policy also shall ease the administrative burden of other University offices and address the needs of the student and his/her their family in a timely manner.~~

BACKGROUND:

~~As outlined in the Student Affairs Procedure for Death of a Student corresponding Exhibits, responsibilities concerning notifications required to various campus administrative and service departments in the event of the death of a student as well as coordinating such actions expeditiously and sensitively with regard to the feelings of the family, relatives, and friends of the deceased, have been detailed within the procedure.~~

~~This policy is intended to assist University personnel who gain first knowledge of such situations and those who by title or by delegation of responsibility become involved in the numerous and necessary University activities borne of such unfortunate events. Such a policy also shall ease the administrative burden of other University offices and address the needs of the student and their family in a timely manner.~~

POLICY:

Accountability:

Student ~~Death Emergency Response~~Incident Coordinator

Applicability:

All ~~current~~ CSUCI California State University Channel Islands (CSUCI) students.

Definition(s):

CSUCI Student – ~~All currently enrolled, former, and matriculated~~accepted (but non-matriculated) students ~~currently enrolled~~ at CSUCI, ~~during the spring or fall semester, summer period, or one who has completed the immediately preceding term and is eligible for re-enrollment.~~ This also includes students in non-matriculated (i.e. Open University, Extended Education, and Osher Lifelong Learning Institute), and prospective/intent to enroll students).



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~~Student Death Emergency Response (SDER) Team — a campus administrative group consisting of the Vice President for Student Affairs, the CSUCI Police Chief, Special Assistant to the President, Director of Communications & Marketing, Dean of Student Life, Dean of Enrollment Services, University Registrar, and the Special Assistant to the Vice President for Student Affairs. The team will be led by the Vice President for Student Affairs who functions as the Student Death Emergency Response Coordinator (SDERC).~~

~~SDER Coordinator — the Vice President for Student Affairs as designated by the University President will lead the Student Death Emergency Response Team and is designated responsible for coordinating the notifications and other actions that may be necessary in response to a student death.~~

~~Student Incident Coordinator – The Associate Dean of Students (ADOS), or designee.~~

Policy Text:

The institutional response to a CSUCI student death also entails a series of administrative actions to settle accounts and close academic and personnel records, etc. As outlined in the corresponding exhibits, Procedure for Death of a Student, the campus Student Death Emergency Response (SDER) Team shall be activated and notifications made to a number of campus units in order to enable administrative actions to be taken in a timely manner. Notification responsibilities and administrative logistics shall be managed ~~shall be~~ coordinated by the Student Death Emergency Response Team Incident Coordinator, ~~or his/her designee, as specified in the Procedure for Death of a Student.~~

It is the policy of the University that non-directory information pertaining to the deceased ~~students~~ will only be released to the executor/~~executrix~~ of the estate, or to the next-of-kin, for a period of five years commencing with the date of death. ~~During this five year period, the executor/executrix, or next-of-kin, may also authorize the release of non-directory education information on the deceased student to other parties if a written release is signed (See Exhibit X).~~ After the ~~five-year~~ five-year period, access to education information on the deceased is permitted to anyone without permission.

Every effort will be made to preserve the integrity of the academic record of the deceased in order to prevent identity theft and the fraudulent use of course work, degrees or certificates awarded to the deceased.

A Policy on Degrees Awarded Posthumously (SP 06-10) addresses eligibility and questions of awarding a posthumous degree in the name of a deceased student.

EXHIBIT(S):

~~Division of Student Affairs, Procedure on Death of a Student~~
~~Guidelines for Responding to a Current Student Death~~
~~Guidelines for Responding to a Former Student Death~~



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[Guidelines for Responding to an Accepted, but Non-Matriculated Student Death](#)
[Authorization for Release of FERPA Protected Information by Next of Kin](#)
<https://www.csuci.edu/registrar/documents/authorize-to-release-guide.pdf>
[Confirmation Notice for Death of a Student](#)