I. Purpose
This section sets forth the procedures for reporting, campus notification and subsequent responsibilities in the event of the death of a UCD student, former student, or applicant who has accepted admission.

II. Policy
A. The Vice Chancellor--Student Affairs is responsible for coordinating the campus response to the death of a student (including a student on PELP or Deferred Enrollment status), former student, or applicant, and for disseminating information to the campus community.

B. Reporting a Death (Undergraduate, Graduate, & Professional)
1. All University personnel must immediately report the death of any student (registered, former, or applicant) to the Office of the Vice Chancellor--Student Affairs (530-752-6866/752-2416).
2. After hours reports are made to the UCD Police Department (530-752-1231), who will notify Vice Chancellor--Student Affairs as soon as possible.
3. Reports must be made regardless of student status (Undergraduate, Graduate, Professional) or location (e.g., students participating in Education Abroad Program, Washington Program, University Extension).

III. Procedures
A. Death of a registered student
1. Campus notification
   a. Following verification of the student’s death via the Coroner’s Office, the Office of the Vice Chancellor--Student Affairs notifies the following offices of the death:
      1) Offices of the Chancellor and Provost
      2) Office of the University Registrar
      3) Strategic Communications
      4) Student Health and Counseling Services (Executive Director and Director of Counseling Services)
      5) Risk Management
      6) Dean of the student’s college or school
      7) Chair of the student’s department or graduate group/major professor
      8) Executive Director – Advancement Services
      9) Director of the unit that employed student, if applicable
      10) Financial Aid and Scholarships Office
      11) Executive Director--Cal Aggie Alumni Association (CAAA)
      12) Director – Office of Student Support and Judicial Affairs (OSSJA)
      13) Director – Intercollegiate Athletics (ICA)
      14) Director – Services for International Scholars (SISS)
      15) Student Accounting
      16) Associate Vice Chancellors of Student Affairs
b. The Office of the University Registrar marks the student's record inactive.

c. If the student was a University employee, the employing unit notifies Accounting and Financial Services (see Section 380-40).

d. Academic and administrative units must not inform offices or individuals prior to the official campus notification.

e. The awarding of a posthumous degree or certificate of academic accomplishment may be requested from the Academic Senate for an undergraduate or graduate student in accordance with the Academic Senate Bylaws and Regulations.

f. The Vice Chancellor--Student Affairs (or designee) will serve as the University contact for the next of kin.

g. The death notification will include the following information:

   1) Name
   2) Student identification number
   3) College
   4) Major or graduate program
   5) Level or graduate degree objective
   6) Date of birth
   7) Date of death
   8) Location
   9) Name of the Coroner's Office and the Coroner's official who confirmed the death
   10) Cause of death (accident; medical condition; crime; undetermined)

2. Inquiries

   a. Media inquiries regarding a student death are referred to Strategic Communications.

   b. Other inquiries are referred to the Office of the Vice Chancellor--Student Affairs.

   c. The following offices are expected to respond directly to inquiries when necessitated by official duties:

      1) Student Health and Counseling Services
      2) UC Davis Police department staff

3. University publications that include information regarding student deaths must consult with Strategic Communications prior to publication. Publication of information must be done with concern for the surviving family and friends.

4. Personal effects

   a. If the coroner or peace officer seals the student's residence, the family or their funeral chapel can arrange for return of personal effects directly from the coroner or police agency.

   b. If personal effects are to be removed from California, they may be recovered from the county's public administrator.

5. Departments/Graduate Groups consult with Risk Management or Campus Counsel for questions regarding preserving or destroying a deceased student's records. All handling
of records must be in compliance with relevant Federal and State statutes (e.g., FERPA, HIPAA) and with the UC Records Retention and Disposition Schedules.

6. The Office of the University Registrar arranges for appropriate refund of fees paid.

B. Death of a former student

1. Campus notification
   a. Following verification of the student’s identity, the Office of the Vice Chancellor--Student Affairs notifies the following offices of the death:
      1) Offices of the Chancellor and Provost
      2) Office of the University Registrar
      3) Strategic Communications
      4) Student Health and Counseling Services (Executive Director and Director of Counseling Services)
      5) Former student’s Department or Graduate Program and College or School (and the Office of Graduate Studies if the former student was a graduate student).
      6) Director–Advancement Services
      7) Financial Aid and Scholarships Office
      8) Cal Aggie Alumni Association (CAAA)
      9) Director – Intercollegiate Athletics (ICA)
      10) Director – Services for International Scholars (SISS)
   
   b. The death notification will include the following information:
      1) Name
      2) Student identification number
      3) College
      4) Major or graduate program and degree
      5) Date of birth
      6) Date of death

2. The Office of the University Registrar will close the former student’s academic record.

C. Death of a UC Davis applicant who has accepted admission

1. Campus notification
   a. Following verification of the applicant’s identity, Undergraduate Admissions (for undergraduate applicants) or Graduate Studies (for graduate applicants) or relevant Admissions Office (for professional school applicants) will close the applicant’s application and academic record, and notify relevant campus personnel, which may include the following offices, to take appropriate action:
      1) Office of the University Registrar
      2) Student Health and Counseling Services (Executive Director and Director of Counseling Services)
      3) Chair of academic department (major/program)
      4) Dean of college or school
      5) Executive Director – Advancement Services
      6) Accounting and Financial Services (Cashier’s & Student Accounting)
      7) Financial Aid and Scholarships Office
      8) Executive Director--CAAA
      9) Director--Intercollegiate Athletics (ICA)
      10) Director--Services for International Students (SISS)
11) Student Housing

b. The death notification will include the following information:

1) Name
2) Term
3) College
4) Major
5) Date of birth
6) Date of death

2. The relevant Admissions Office (or designee), on behalf of the Chancellor, contacts the family to express the University’s sympathies and offer assistance for arranging campus visits and acquiring information.

3. The relevant Admissions Office (or designee), arranges for appropriate refund of the deposit on registration fees if already paid.

IV. Further Information

Questions regarding these procedures should be directed to the Office of the Vice Chancellor--Student Affairs, 530-752-6866/752-2416.