DECEASED STUDENT
University Notification and Action Protocol

Death occurring on-campus
Campus Police respond and notify...

Death occurring off-campus
University office or staff receives information and notifies...

President's Office
• Authorizes the Lowering of FAU flag to half mast.
• Places appropriate notice in flag box.
• Sends letter of condolence to parent(s) or guardian(s).
• Initiates Memorial Scholarship, if appropriate.

AVP/Dean of Students

Executive Committee
AVP/Dean of Students completes “Notification of Student Death”

Registrar
• Codes student as “deceased”
• Deactivates student’s email account

Financial Aid
• Deactivates student’s fin. aid
• Determines status of student’s accts. in student’s college if initiated

Controller
• Notifies Student Employment in Human Resources
• Determines student’s balance to either refund credit or bill for balance as appropriate
• Cuts check if refund is approved to the “Estate of...” and determines (w/Dean of Students) appropriate distribution of check
• Determines (w/Pres. Ofc.) method of recovering funds if bal. due

Housing
If applicable...
• Removes deceased student from assign.-cancels contract
• Takes room off-line if nec.
• Contacts Bus. Services to cancel meal plan contract
• Provides full or pro-rated refund as appropriate in coordination w/Controller’s Ofc.
• Upon request, conducts appropriate memorial event
• Works w/police to coordinate notification of roommates

Student Hlth Ctr.
If applicable...
• Places a red alert on the student’s PyraMed record.
• Cancels any outstanding bills the student may owe
• If student has FAU Health Plan, notify rep. to determine coverage and benefits to be pd.
• Place Dean’s memo in student’s chart.

Dean of College
• Obtains student’s schedule and notifies faculty and advisor
• Notifies Undergraduate Dean or Graduate Dean as appropriate.
• Sends letter of condolence if appropriate.
• Initiates request to award a posthumous degree if criteria is met.

Counseling
• Contacts Dir. Of Housing and Dean of Students
• To provide on-site counseling if appropriate
• Responds with counseling services as requested.
• Contacts faculty to offer counseling for classes.
• Notifies partner campus Counseling Centers

University Communications
• Responds to media
• Issues appropriate University statement
• Coordinates media presence
• Notifies communications officers to remove student from all University mailing lists.

AVP/Dean of Students notifies Sr. Vice President for Student Affairs; AVPs, Associate/Assistant Deans at Broward and Northern Campuses, and Directors

AVP/Dean of Students’ Office sends “Notification of Student Death” via email to Directors/contacts in...

*See attachment for specific departmental action, responsibilities and information.

As of 01/17/12