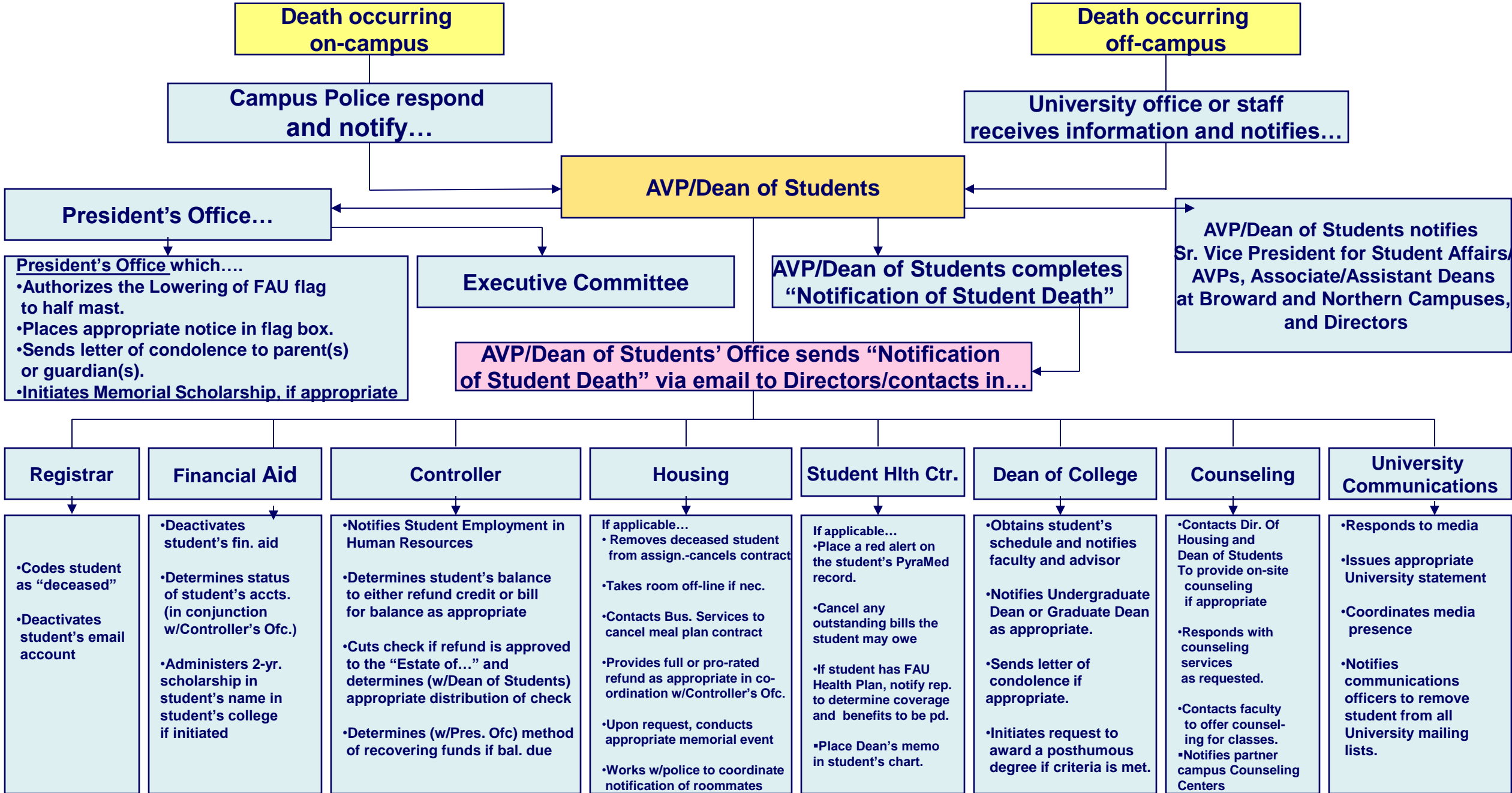


# DECEASED STUDENT University Notification and Action Protocol\*



**President's Office...**

- President's Office which....**
- 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

**Executive Committee**

**AVP/Dean of Students completes "Notification of Student Death"**

**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...**

**Registrar**

- Codes student as "deceased"
- Deactivates student's email account

**Financial Aid**

- Deactivates student's fin. aid
- Determines status of student's accts. (in conjunction w/Controller's Ofc.)
- Administers 2-yr. scholarship in student's name 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 co-ordination w/Controller's Ofc.
  - Upon request, conducts appropriate memorial event
  - Works w/police to coordinate notification of roommates

**Student Hlth Ctr.**

- If applicable...
- Place a red alert on the student's PyraMed record.
  - Cancel 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.

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