

**3364-30-58 Deceased student policy.****(A) Policy statement**

The university of Toledo (UToledo) strives to provide a safe and positive environment for all students. When a tragedy occurs, it is incumbent upon the university to respond in a delicate, sensitive, and caring manner honoring the life of a UToledo student.

**(B) Purpose of policy**

The purpose of this policy is to establish guidelines that will support an orderly, effective and caring response in the event of a student death.

**(C) Scope**

This policy applies to all students of the university, as defined in section D in this policy. All university personnel must comply with this policy.

**(D) Definitions**

**Student:** a student is defined as outlined in Rule 3364-30-04 of the Administrative Code (student code of conduct).

**(E) Procedure**

The death of a student affects the entire university community, as well as the family and friends of the deceased. Considering the very sensitive and unpredictable nature of a death, no policy or protocol can describe in complete detail all the steps that must be taken. This policy sets forth guidelines to support communications in the event of a student death. Those responsible for implementing this policy should be guided by the essential communication needs required in these situations, as well as by empathy, sensitivity and support for the bereaved and the need to preserve important evidence.

**(1) Notification of appropriate campus officials**

The vice president for student affairs or designee should notify the following offices by email and/or phone, or otherwise ensure that

these offices have been notified of a student death once student death has been confirmed by receipt of obituary or death certificate.

Primary – contact as soon as possible

- (a) University police.
- (b) University housing (if the student resides on campus).
- (c) President's office.
- (d) Provost's office.
- (e) Dean of students.
- (f) Dean of college.
- (g) University communications.
- (h) Counseling center.
- (i) Athletics (if student is an athlete).
- (j) Office of international student and scholar services (if student is international).
- (k) Registrar's office.
- (l) Office of student advocacy and support.
- (m) Office of admissions.
- (n) Treasurer's office.
- (o) Financial aid .

The vice president for student affairs may convene a meeting with designees from the offices listed above to discuss the matter.

The registrar's office will notify any additional departments necessary within an appropriate timeframe.

If the university is advised of the death of a former student, appropriate offices will be notified in order to update records.

- (2) Student death on campus
  - (a) If a student death occurs on campus, university police (419-530-2600) shall be notified immediately. University police will contact the appropriate emergency medical provider to attend to the body. The university police will investigate all deaths on campus to rule out the possibility of any foul play.
  - (b) If a student death occurs in a residence hall, the residence hall staff member immediately involved shall place the call to university police.
  - (c) If the student is an international student, the office of international student and scholar services shall be notified.
- (3) Student death off campus
  - (a) Response to any death occurring off campus will be handled initially by the local law enforcement agency, medical examiner and/or hospital involved. It is the responsibility of these agencies to notify the next of kin.
  - (b) If a death occurs during university sponsored travel, the university staff member accompanying the trip should immediately contact local emergency services and the local law enforcement agency. As soon as possible, the university staff member shall contact the vice president for student affairs or designee.
  - (c) If a death occurs while a student is studying abroad:
    - (i) The program leader or representative will contact the study abroad office and the U.S. embassy or consulate.

- (ii) The director of the center for international studies and programs and/or vice president for student affairs or designee will coordinate plans for dealing with the situation.
- (iii) The program leader or representative will follow all aforementioned procedures outlined in the event of a study abroad student's death.

(F) Family communication

The vice president for student affairs or designee who is familiar with the situation may be assigned as the primary contact. The primary contact shall serve as the single point of contact for family members who wish to speak with faculty, staff, or students concerning the death of their student.

(G) Campus community notification

The university police will send out a campus safety alert if it is determined there is an on-going threat to the campus community.

(H) Media involvement

University communications will be responsible for collecting and disseminating information to the media. All media requests for information should be directed to this office. University communications will work with university police, the office of the vice president for student affairs, and the office of general counsel to maintain the accuracy and ensure the legality of the information disseminated.

(I) Disclosure of records/release of records

Requests for information about a deceased student may be received by many individuals and offices, including but not limited to individual faculty members, the registrar, the bursar, counseling center, and others. All requests for information should be referred to the primary contact designated by the student's family. Such requests shall be considered on an individual basis, in consultation with the office of legal affairs.

(J) Memorial activities

When appropriate, the university may support a memorial activity to honor a deceased student who passed away during the current academic year.

(K) Memorial ceremony

Each April, the university will host a memorial ceremony to honor each deceased student who passed away during the academic year. The university will make every effort to invite the families of the deceased student.

Effective: 12/21/2020

CERTIFIED ELECTRONICALLY

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Certification

12/09/2020

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Date

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