Death of a Student
Policy and Procedure
# Table of Contents

Policy .............................................................................................................................................. 3  
Purpose ............................................................................................................................................ 3  
Scope ............................................................................................................................................... 3  
Death of a Student Procedure ......................................................................................................... 4  
Revision History ............................................................................................................................. 5
Death of a Student
Policy and Procedure

Policy: Any student death must be reported to the HSC Student Affairs.

Purpose: The Death of Student policy and procedure are intended to:

- Ensure appropriate action is taken upon student death
- Ensure rapid notification of involved parties

Scope: Faculty, Staff, Students
Death of a Student Procedure

1. Notify immediately OUCN Student Affairs (Heath Burge at 405-271-2428, x49132) and HSC Student Affairs (405 271-2416) or OU Tulsa Student Affairs (918-660-3107) as appropriate. For HSC Student Affairs, the contacts are the Executive Director for HSC Student Affairs or Associate Director. For OU Tulsa Student Affairs, the contact is the Executive Director for Student Affairs. It will be most helpful if you are able to provide any of the following information:
   - Student's full name
   - Student's OUHSC ID number
   - Student's local address
   - Student's program and/or year at HSC
   - How you learned of the death
   - Cause of death, if known
   - Parents', spouse's or next-of-kin's name(s) and phone number

2. If you speak with the family, please also provide them with OUCN Student Affairs and HSC or OU Tulsa Student Affairs' contact information.

3. From that point on, HSC or OU Tulsa Student Affairs will handle the other activities that must occur. So that you are able to respond to questions and understand the process, the following information explains those processes which HSC Student Affairs will initiate:

   - HSC or OU Tulsa Student Affairs will notify the President’s Office. The President takes a personal interest in the loss of any of OU students.
   - HSC or OU Tulsa Student Affairs will notify the HSC Senior Vice President and Provost.
   - HSC or OU Tulsa Student Affairs will notify the Vice President for Public Affairs. While most student deaths are not media events it is important that Public Affairs be aware of the situation so that they may respond to any request for information from the media.
   - HSC or OU Tulsa Student Affairs will notify the student's college dean, request that the student be withdrawn from classes in which they were enrolled at the time of their death and request that the college dean notify each of the student's faculty members. HSC or OU Tulsa Student Affairs will work closely with the student's college student services office.
   - HSC or OU Tulsa Student Affairs will notify the HSC Bursar's Office. The Bursar's Office will stop any communication to the student's address of record or e-mail address related to outstanding balances. At a time when the family is
grieving, the last type of communication we want them to receive from the University is a bill.

- HSC or OU Tulsa Student Affairs will work with HSC Student Financial Services to determine what, if any, financial aid the student may have had and what needs to be done to address the requirements of that aid in the event of death.

- HSC or OU Tulsa Student Affairs will work with HSC Admissions & Records to confirm the student's withdrawn status.

- HSC or OU Tulsa Student Affairs will work with HSC Information Technology to turn off the student's e-mail account.

- If possible, HSC or OU Tulsa Student Affairs will assist the family with local accommodations, meals and arrangements to secure the student's personal belongings.

- HSC or OU Tulsa Student Affairs will forward any requests for consideration of a posthumous degree to the appropriate University officials.

- HSC or OU Tulsa Student Affairs' involvement will, of course, not preclude the involvement of the college or department with the student's family and/or services. It will be important for anyone who has had a connection to the student to offer their condolences and assistance.

Revision History

<table>
<thead>
<tr>
<th>Revision</th>
<th>Effective Date</th>
<th>Description of Changes</th>
<th>Requested By</th>
<th>Approved By</th>
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<tbody>
<tr>
<td>1.0</td>
<td>9/11/2012</td>
<td>Initial Release</td>
<td>Sandra Fix</td>
<td>Assistant Dean of Student Affairs</td>
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<tr>
<td>2.0</td>
<td>1/21/2015</td>
<td>Modified to include OU Tulsa SA</td>
<td>Sandra Fix</td>
<td>Assistant Dean of Student Affairs</td>
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