UNIVERSITY OF WISCONSIN-WHITEWATER

PROCEDURE TO BE FOLLOWED IN THE EVENT OF THE
DEATH OF A UNIVERSITY OF WISCONSIN-WHITEWATER STUDENT

The following procedure is to be utilized in the event of the death of a currently enrolled UW-Whitewater student. Anyone who becomes aware of the death of a student should contact the Office of Student Life (UC 253, 472-1533) as soon as possible. In all student deaths, the Office of Student Life will assume responsibility for the following tasks:

Immediate Steps

1. The death should be verified via county coroner, police agency, funeral home, newspaper obituary or family member.

2. The enrollment status of the deceased student will be verified and a check will be made to identify other students with the same or similar names.

3. Office of Student Life staff will gather as much data as possible regarding cause of death, time of death, memorial arrangements, student involvement on campus, etc.

4. If necessary, Student Life staff will make notification of death as appropriate to family members and roommates.

5. The Chancellor, the Assistant Chancellor for Student Affairs, and the Director of News and Publications will be notified immediately of the student death and provided with as much information as is available.

6. As soon as possible, Student Life staff will notify the following (by telephone) of the student death:
   a. Residence Life staff (if student currently lived on campus or did recently)
   b. University Health & Counseling
   c. Current faculty members of the student
   d. Current campus employer of the student
   e. Specific staff/groups that the student has been involved with (athletics, ROTC, Academic Support Services, International Student Programs, etc.)

7. If the deceased student lived in the residence halls
   a. All building residents will be notified by Residence Life staff
   b. The student’s roommate will be notified in person
   c. Information about memorial services will be made available at the hall front desk

8. The Office of News and Publications will coordinate broadcast e-mails to students and to faculty/staff with notification of the death and information about visitation and funeral arrangements.
9. A Student Life staff member will contact the family to
   a. Offer condolences
   b. Determine if the family has any immediate needs from the university (e.g. gathering items from residence hall room, notifying other students, etc.)
   c. Gather information about funeral, visitation, memorial arrangements.

10. A Student Life staff member will be designated as the campus contact to assist family members who may come to campus. Whenever possible, this should be the same staff member who initially contacted the family.

11. If appropriate, Student Life staff members will help to arrange transportation for other students to funerals and memorial services.

12. A Student Affairs staff member will attend the visitation, funeral or memorial service if it is held within a reasonable distance. Whenever possible, this will be the same staff member who initially contacted the family.

13. When appropriate, counseling or crisis intervention services may be offered to campus groups. The Counseling Center will coordinate these services and may contact the Critical Incident Stress Debriefing Team.

14. The Chancellor’s Office will make arrangements for flying the flag at half staff and will send flowers on behalf of the university.

**Within A Week of Notification of Death**

1. Office of Student Life staff will send written notification/confirmation of the student death to the following offices:

   Chancellor’s Office                         Registrar
   Student Billing                             Financial Aid
   News & Public Affairs                       ID/Meal Plan Office
   WSG President                               Campus Ministry
   New Student Programs                        Residence Life
   University Health & Counseling              Textbook Rental
   Library & Learning Resources                Admissions
   University Police                           Career Services
   Appropriate Academic Dean                   Dept. Chair of Student’s Major
   Visitor and Parking Services                Alumni Center

2. The Registrar’s Office will change the deceased student’s mailing addresses to that of the Registrar’s Office. Mail will then be forwarded there and office staff can “catch” inappropriate or unnecessary mailings. The name of the deceased student will also be deleted from all 3rd party mailing lists.
Long Term Contact/Action

1. A Student Life staff member will maintain contact with parents/family as appropriate. Again, this will be the staff member who has been working with the family since the death.

2. Approximately one month after the death, the Chancellor will send a card or letter to the family along with a certificate of attendance at the university in lieu of a posthumous degree.

3. The awarding of posthumous degrees will be based on university policy.

4. Tuition and fees will be refunded for the current semester (or charges removed) regardless of the date of death unless doing so would require the university to make a refund to a government program. Financial Aid staff will make this determination and work with staff of Financial Services.

5. All Residence Life fees will be refunded for the current semester (or charges removed) regardless of the date of death unless doing so would require the university to make a refund to a government program. Financial Aid staff will make this determination and work with staff of Financial Services.

6. All meal plan fees (except for Purple Points already used) will be refunded for the current semester (or charges removed) regardless of the date of death unless doing so would require the university to make a refund to a government program. Financial Aid staff will make this determination and work with staff of Financial Services.

7. An attempt will be made to identify and remove any other charges such as parking tickets.

8. Any refund check will be sent from the Office of Student Life, along with an explanation of the check. At this point, the Student Life staff member will also send a card or letter to the family.

9. A list of tips for the family will be created and a personalized version will be sent to each family with information about returning textbooks, returning library books, etc.

10. All student deaths will result in an automatic review of the deceased student’s records at the University Health & Counseling Service.