



Angelo State University
Operating Policy and Procedure

OP 64.03 Reporting Student Deaths

DATE: January 29, 2020

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to establish procedures for reporting Angelo State University student deaths in an orderly and timely manner.

REVIEW: This OP will be reviewed in July every five years, or as needed, by the Executive Director of Student Affairs with recommended revisions presented to the Vice President for Student Affairs and Enrollment Management by July of same year.

POLICY/PROCEDURE

1. Policy

- a. Any person (faculty, staff, student, family, friend, etc.) who has personal knowledge of the death of a currently enrolled Angelo State University student should notify the Office of Student Affairs, which will provide notification and make any necessary administrative arrangements.
- b. In the event that a student death occurs on campus, the Angelo State Police Department should be notified immediately and subsequent action taken under its direction.
- c. In the event of a death in the residence halls, the residence hall staff should notify the Angelo State Police Department and their immediate supervisor(s) including the Director of Housing and Residential Programs.
- d. The Angelo State Police Department shall notify the Executive Director of Student Affairs (or designee) of any student death occurring on or off campus that may come to its attention.

2. Procedure

- a. Upon notification and verification of a student death, the Executive Director of Student Affairs (or designee) shall:
 - (1) Notify the Vice President for Student Affairs and Enrollment Management who will notify the President, who will notify the Provost and Vice President for Academic Affairs and the Chancellor;
 - (2) Determine that the proper notification has been made to the family;

[New Policy: January 29, 2020]

- (3) Coordinate appropriate action necessary on the part of the University to resolve personal matters related to the deceased and that relationship with the University;
- (4) Coordinate with the Vice President of Student Affairs and Enrollment Management to telephone the parent(s)/guardian(s) and express condolences on behalf of the University and establish a point of contact for the parent(s)/guardian(s) should the parent(s)/guardian(s) need to make contact with the University in the future; and
- (5) Take the necessary steps to clear University records in the following offices:
 - (a) Undergraduate Admissions
 - (b) International Students Admissions
 - (c) Registrar
 - (d) University Housing and Residential Programs
 - (e) Student Financial Aid
 - (f) Scholarships
 - (g) Student Accounts
 - (h) Parking Services
 - (i) Counseling Services
 - (j) Dean of College of Graduate Studies and Research (if the student is enrolled in the Graduate School)
 - (k) Human Resources
 - (l) *Ram Page*
 - (m) Career Development
 - (n) Angelo State Police Department
 - (o) Ram Family Connection
 - (p) Center for Student Involvement
 - (q) Multicultural and Student Activities Programs
 - (r) Information Technology
 - (s) One Card Office
 - (t) VETS Center (if the student is a veteran)
 - (u) Office of Student Conduct

- (v) Office of Communications and Marketing
- (6) Request through the Office of the Vice President of Student Affairs and Enrollment Management to display an ASU flag in the Houston Harte University Center, as may be appropriate.
 - (7) Notify Communications and Marketing and the *Ram Page*, the campus newspaper, of the name of the student(s) in whose memory the flag is displayed. Provide notification to the University community via email and/or other appropriate means of communication on the day the Angelo State flag is displayed.
 - (8) The Vice President for Student Affairs and Enrollment Management and/or the President write to the parent(s)/guardian(s) on behalf of the University, as may be appropriate.
 - (9) Contact the Vice President for Finance and Administration (or designee) regarding potential refunds. Should a refund be appropriate, notice will be provided to the Manager of Student Accounts/Bursar, who will process any refunds and forward them to the Executive Director of Student Affairs to forward to the family of the deceased student.
 - (10) The Executive Director of Student Affairs office will coordinate the creation and routing of certificates of completion as well as obtain copies of the student's transcripts for the family of the deceased student.
 - (11) Notify Angelo State Communications and Marketing in order to recognize the deceased student at the annual Ram Remembrance during Homecoming.
 - (12) If the deceased is an international student, the responsibilities noted in sections (3) and (4) will be carried out by the Executive Director of Student Affairs (or designee) in conjunction with the Center for International Studies. Notification of the family, immigration, and other appropriate governmental agencies and making the necessary burial arrangements shall be the responsibility of the Center for International Studies.