

Student Death Checklist

(Confidential – Coordinated by the Office of the Dean of Students)

STUDENT INFORMATION

- Student name _____
- Student identification number: [Click here to enter text.](#)
- Do any other students have the same name? **YES** or **NO**
 - Students notified NA
- Student permanent address _____
- Student local/campus address NA
- Parent/Guardian name, address and phone number _____

Emergency Contact: [Click here to enter text.](#)

CIRCUMSTANCES

- Time and date of death [Click here to enter a date.](#) [Click here to enter text.](#)
- Reason for death [Click here to enter text.](#)
- Police Department involved NA
- Hospital involved NA
- Attending Physician NA
- Parent/Guardian notified by NA

Time: [Click here to enter text.](#)

Date: [Click here to enter text.](#)

- Confirmation from Coroner
 - YES** **NO**
- Have family agreed that above information might be released to campus?
 - YES** **NO**

CAMPUS CONTACTS – Who, time and date; NA if category does not apply

(See Sample Notification Text)

- University Relations and Communications (call) [Click here to enter a date.](#)
- Vice Chancellor for Student Affairs (call) [Click here to enter a date.](#)

- Chancellor (typically VC for Student Affairs will call) [Click here to enter a date.](#)
- Vice Chancellors [Click here to enter a date.](#)
- Academic Dean (call first) [Click here to enter text.](#) [Click here to enter a date.](#)
- Department Chair (call first) [Click here to enter text.](#) [Click here to enter a date.](#)
- Current Faculty [Click here to enter a date.](#)
- Enrollment Management (Enrollment.Services.Office@uwsp.edu) [Click here to enter a date.](#)
- Accounts Receivable (Accounts.Receivable.Office@uwsp.edu) [Click here to enter a date.](#)
- Registrar (Ed Lee)
- Financial Aid [Click here to enter a date.](#)
- Hall Director [Click here to enter text.](#) [Click here to enter a date.](#)
- Significant Other [Click here to enter text.](#) [Click here to enter a date.](#)
- Roommate [Click here to enter text.](#) [Click here to enter a date.](#)
- Residence Hall Community [Click here to enter text.](#) [Click here to enter a date.](#)
- Counseling Center [Click here to enter text.](#)
- Health Service [Click here to enter text.](#)
- Parking Services
 - Parking Pass
 - Ticket Forgiveness
- University Centers
 - Text Rental [Click here to enter a date.](#)
 - Point Card [Click here to enter a date.](#)
 - Allen Center [Click here to enter a date.](#)
- Campus Employer [Click here to enter text.](#) [Click here to enter a date.](#)
- SGA / RHA [Click here to enter text.](#) / [Click here to enter text.](#)
- Student organizations student belonged to [Click here to enter text.](#)

FAMILY SUPPORT

- Personal belongings packed by: [Click here to enter text.](#) [Click here to enter a date.](#)
- Letter of sympathy drafted and sent by (DOS): [Click here to enter text.](#) [Click here to enter a date.](#)

- Mourning Flag Requested (work w/ URC/Chancellor's office): [Click here to enter text.](#)
 - Flown: [Click here to enter a date.](#)
 - Photos: Sent by Chancellor's office along w/ personal note and copy of campus announcement
- Refund check sent [Click here to enter text.](#) [Click here to enter a date.](#)
- Copy of campus announcement of loss to family: [Click here to enter text.](#) [Click here to enter a date.](#)
- Copy of morning flag announcement to family: [Click here to enter text.](#) [Click here to enter a date.](#)
- Explore posthumous degree? [Click here to enter text.](#)
 - Check w/ Chancellor's office (circumstances of death)? [Click here to enter text.](#)
 - If yes, DOS send note to appropriate Dean as reminder [Click here to enter text.](#)
 - DOS begin coordination with URC/Chancellor's office (Brittany Rossman)
 - See posthumous steps below.
- Copy of commencement book to family (if appropriate):
 - [Click here to enter text.](#) [Click here to enter a date.](#)

FUNERAL INFORMATION

- Date and Time: [Click here to enter a date.](#) [Click here to enter text.](#)
- Memorial service information: [Click here to enter text.](#)
 - Funeral Home: [Click here to enter text.](#)
 - Church: [Click here to enter text.](#)

NOTES

SAMPLE NOTIFICATION TEXT

Note to Chancellor, Provost, Vice Chancellors, Dept. Chair, Current Faculty (After appropriate phone calls)

All –

This past Sunday evening (DATE) STUDENT NAME was [CIRCUMSTANCES] hit by another vehicle while he was outside of his car on Interstate 39. STUDENT NAME was a [ACADEMIC YR, MAJOR(S)] senior Psychology and Political Science double major from [HOMETOWN] Wausau.

STUDENT NAME obituary and information about this service can be found at URL FOR OBIT. I will be attending the service this Friday.

Take care,

Troy

Notice to offices to initiate their protocols

Good afternoon all-

The Office of the Dean of Students has been notified that STUDENT NAME (STUDENT ID) passed away on Sunday, January 10, 2016 [DAY, DATE] due to injuries from a traffic accident. STUDENT NAME was a [ACADEMIC YR, MAJOR(S)] senior Psychology and Political Science double major.

Please notify me once your office has completed the necessary steps for when we lose a student, per University protocols.

For STUDENT NAME'S obituary and information about services please see
URL TO OBITUARY

If you have any questions, please let me know.

Take care,

Troy

Awarding of Posthumous Degrees

1. **Recommendation by College Dean sent to the DOS and Registrar**
 - a. Skip step 3 & 4 We should remove our detail analysis from the degree/process as I don't think it is wanted nor needed. (EL April, 2016)
2. **~~Graduation analysis conducted by the Graduation Auditor~~**
 - a. ~~Identify missing major requirements~~
 - b. ~~Identify missing GDR/GEP requirements~~
 - c. ~~Identify other remaining graduation requirements (GPA, credits earned)~~
3. **~~Provost notified of recommendation and all remaining requirements~~**
4. **If degree approved by the Provost, Provost sending notice to the DOS. Graduation Auditor will:**
 - a. Complete application to graduate (*no graduation fee*)
 - b. Add name to graduation list after the charges goes through
 1. Add name to commencement ceremony book (*contact Brittany Rossman*)
 - c. ~~Submit student's name to Commencement Office for notation in Commencement bulletin~~
 - d. Student record will be listed as full privacy; the name will not be listed in the Commencement list (see 4-b-1 above).
 - e. Order diploma separately or with regular order (*depends on when diploma is to be given to family*)
 - f. Waive remaining requirements and enter memo on DPR only (*see examples in Graduation Auditor files*)
5. **Dean of students to work with family in regards to:**

Does the family want the degree awarded?
If yes, how would they like to receive the degree?
Private ceremony (Coordinate w/ Brittany Rossman in URC)
Other

Does the family want the name in the commencement bulletin and paper?
~~How should it be listed in the commencement bulletin? Recent trend not listed as posthumous.~~
6. **If degree is not approved by the Provost, the Registrar will contact the Dean who made the initial request.**

Updated February, 2015 – D. Kellogg, Registrar

Updated May, 2016~~Ed Lee Registrar