



CALIFORNIA STATE UNIVERSITY, LONG BEACH

Subject: Death of a University Student	
Department: Vice President for Student Services	Reference No.:
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DEATH OF A UNIVERSITY STUDENT

On Campus

In the event of a student's death on campus, the Department of University Police should be immediately notified by calling 9-1-1. The Chief of University Police will then notify the following individuals:

- Executive Assistant to the President
- Vice President for Student Services
- Assistant Vice President, Public Affairs

The Vice President for Student Services will be responsible for notifying the Provost and Senior Vice President for Academic Affairs, the Director of Payroll Services (who will determine if the student was also employed by the University), and the Director of Academic Support and Student Relations (who will coordinate notification to the appropriate areas in Enrollment Services). The Provost and Senior Vice President for Academic Affairs will be responsible for notifying the appropriate Dean/Director, who in turn will notify the department chair, the major department and the faculty for the current semester.

If the decedent is a student, the Vice President for Student Services or designee will select an individual to notify the next of kin. When possible, notification should be provided in person by a co-worker, friend or acquaintance of the family who is able to perform this delicate duty with due care. In the absence of such an individual, a representative from the Office of Counseling and Psychological Services or, as a last resort University Police may be asked to inform the next of kin (preferably by personal visit).

Off Campus

In the event of a death of a University student off campus, the department that first receives notification of the death will immediately inform the appropriate Dean/Director. The Dean/Director will be responsible for conveying the information to the Division Executive who will communicate the information to the Vice President for Student Services.

The Vice President for Student Services who will contact the Executive Assistant to the President, the Provost and Senior Vice President for Academic Affairs, The Director of Payroll Services, and the Assistant Vice President, Public Affairs.



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