

STOCKTON UNIVERSITY

PROCEDURE

Student Death Notification

Procedure Administrator: Vice President for Student Affairs
Authority: N.J.S.A. 18A:64-8
Effective Date: September 1, 2019; September 28, 2023
Index Cross-References: Procedure 1071: Emergency Reporting
Procedure File Number: 3930
Approved By: Dr. Joe Bertolino, President

The death of a student is a sensitive and tragic occurrence, with campus-wide implications. The University has established the following procedure to ensure clear, timely, and appropriate coordination of University actions and communications to notify the campus and to offer assistance to those impacted by the student's death.

I. INDIVIDUAL RESPONSIBLE FOR COORDINATION/IMPLEMENTATION

The Vice President for Student Affairs, or designee, is responsible for coordinating and implementing the Student Death Notification Plan and the related Campus Response Plan.

II. MEDIA INVOLVEMENT

All media contacts involving a student death will be coordinated by the Office of University Relations and Marketing in consultation with the Office of the Vice President for Student Affairs and the Campus Police.

All media inquiries regarding a student death should be directed to University Relations and Marketing.

III. CONFIRMATION OF DEATH

As outlined in Procedure 1071 Emergency Reporting, Stockton University encourages all members of the campus community, including students, faculty, staff, and guests, to report emergencies immediately by dialing 9-1-1.

The following actions are implemented once confirmation of a student death has been

Students will also coordinate with the Registrar regarding an administrative withdrawal for the deceased student.

F. The Office of the Registrar will notify the following offices, as needed:

1. Academic Schools
2. Faculty
3. Alumni Affairs
4. Bursar
5. Counseling & Psychological Services
6. Enrollment Management
7. Event Services and Campus Center Operations
8. Financial Aid
9. Information Technology Services
10. Institutional Research
11. Residential Life
12. Richard E. Bjork Library

G. With the permission of the deceased student's family, an administrative announcement from the Office of the Vice President for Student Affairs will be sent to the campus community within 1-2 business days following the confirmation of a student's death, or as soon as possible if circumstances warrant a longer period before an announcement is made. University Relations and Marketing, in consultation with the Office of the Vice President for Student Affairs and AVP/Dean of Students, will prepare a draft notification message for the Office of the Vice President for Student Affairs and AVP/Dean of Students. This information will notify the community of the student's death, general circumstances surrounding the death, the availability of grief and counseling resources, and available information regarding arrangements for on- and off-campus memorials.

V. FAMILY COMMUNICATION

A. Follow-up contact for support and condolences to the student's family will be made by tG -0.024 Tc[will)]TJET@.00000912 0 612 792 reW*nBT/W*n12 Tf1 0 0 1 120.02 2

