

**Purdue Fort Wayne Office of the Vice Chancellor for Student Affairs  
Protocol for Response to the Death of a Student**

While this protocol provides a guide response to word of the death of a student, it is recognized that each situation is unique and may require slight variations in order to assure sensitive, supportive, and thorough institutional action.

1. Information regarding the death of a student should be reported to the Office of the Registrar. That office will then implement their Procedures for Handling Deceased Students Files.
2. University Police has procedures in place for responding to and reporting incidents involving students. Those procedures supersede this protocol when the University Police is the law enforcement agency responding to situation involving the death of a student.
3. The Vice Chancellor for Student Affairs will make the initial contact with the student's family on behalf of the institution. Others should hold off being in touch with the family until they are sure that the VCSA has made the initial contact.
4. The Vice Chancellor for Student Affairs will notify the following:
  - a. Chancellor
  - b. Dean of Students
  - c. Communications & Marketing
  - d. International Education (if an international student)
  - e. Athletics (if a student athlete)
  - f. Dean of the student's major college
  - g. Registrar
  - h. Financial Aid
  - i. Bursar
  - j. Chief of Police
  - k. Academic Ceremonies
5. Dean of Students will inform the following of the death of the student and offer information on how students affected by the student's death can access support:
  - a. Faculty teaching courses in which the student was currently enrolled
  - b. Chair of the student's major department
  - c. Student Assistance Program
  - d. University Housing (if the student was a resident)
5. The Dean of Students will work with the Student Assistance Program and other appropriate campus partners to help assure that counseling support is available to students affected by the death.
6. Decisions regarding whether or not to pursue a posthumous degree are handled in accordance with the Posthumous Degree Policy.

Approved: 12/10

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