PROTOCOL ON RESPONDING TO THE DEATH OF A STUDENT FLOWCHART

Policy Id:
BIT.003 – Protocol on Responding to the Death of a Student Flowchart

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Flowchart – Student Death Protocols

**Student’s Death On-Campus**
- Public Safety notifies Dean of Students
- Dean of Students notifies VP of Student Affairs, Office of Communications, BIT Team (if necessary)
- VP of Student Affairs informs President, Provost and CUNY VC as appropriate
- Dean of Students notifies Registrar
- Registrar notifies Bursar and Financial Aid
- Dean of Students notifies deceased student’s instructors and department chair
- Dean of Students notifies next of kin with Directors of Counseling and Public Safety present

**Student’s Death Off-Campus**
- Notification to Dean of Students and/or Public Safety
- Dean of Students may call a meeting to insure all appropriate steps have been taken.
  - Meeting may include: Director of Student Relations, Residence Life Coordinator, Director of Public Safety, Director of Counseling Srvcs, College Counsel, Director of Marketing & Communications, Director of Health Srvcs, Registrar, Others as necessary
- Director of Counseling coordinates on campus memorial service, if necessary.
  - *contact STP to make sure student’s name is included in commencement ceremony.
- Dean of Student Affairs, in coordination with President’s Office, writes condolence letter.
- VP of Student Affairs, in coordination with President’s Office, writes condolence letter.
- Dean of Students contacts Director of Counseling who will contact appropriate staff and coordinate support
- If appropriate, Dean of Students notifies Res Life coordinator and/or Athletics Director.
- Dean of Students notifies SGA leadership (if necessary)