

UC Santa Barbara  
Policies  
Issuing Unit: Student Affairs

Policy 4100

Date: February 1, 1985

#### REPORTING DEATH OF A STUDENT

##### I. PURPOSE AND SCOPE:

This procedure establishes guidelines to insure that appropriate offices are informed of the death of a student, both to prevent inappropriate material from being sent to the family and to permit condolences being sent if desired.

##### II. REFERENCES:

UCSB Policies Manual Policy 5512, Display of Flags on the UCSB Campus.

##### III. PROCEDURE:

Any office or individual in the University community who learns of the death of a student should notify the Office of the Dean of Students, so that the matter can be investigated and procedure described below initiated.

Responsibility	Action
Office of the Dean of Students	<ol style="list-style-type: none"> <li>1. Writes a memorandum, giving the name, date of death, cause of death (if known) and name and address of next of kin, to the Registrar, with copies to:               <ol style="list-style-type: none"> <li>a. The Chancellor's Office and VC Administrative Services</li> <li>b. Public Information Office</li> <li>c. Student Financial Services</li> <li>d. Loan Collection Office</li> <li>e. Major department and student's major</li> <li>f. Student Health Service</li> <li>g. Graduate Division (if appropriate)</li> <li>h. Associated Students President (if appropriate)</li> </ol> </li> <li>2. Drafts a letter of condolence to next of kin, as appropriate.</li> </ol>
Registrar's Office	<ol style="list-style-type: none"> <li>3. Upon receipt of the memorandum</li> </ol>

initiates withdrawal. (No petition is circulated but student's name is published on withdrawal list).

4. In the event a posthumous degree is to be awarded, notifies the Office of the Dean of Students and sends the diploma to the Chancellor to be forwarded to the next of kin.

5. If death occurs within the refund period, refund will be processed according to normal procedures, except that the refund will be made payable to the next of kin (if next of kin is not known, check will be made payable to the student).

Please direct questions about these policies to [Meta.Clow@vadmin.ucsb.edu](mailto:Meta.Clow@vadmin.ucsb.edu). For questions or comments regarding the format of the above information, please contact [webcontact@ucsbuxa.ucsb.edu](mailto:webcontact@ucsbuxa.ucsb.edu).

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