

## **13.99.99.R0.25 Memorials for Deceased Students**

Approved September 1, 1983

Revised August 16, 2010



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### **Procedure Statement**

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Upon the death of a student, the university will notify the appropriate parties and convey suitable condolences. This procedure relates to memorials for students who were enrolled at the time of their death.

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### **Reason for Procedure**

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This procedure outlines the series of events that will occur following the death of a currently enrolled student.

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### **Procedures and Responsibilities**

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#### **1. NOTIFICATION**

1.1 The Dean of Campus Life and Student Development should be notified, and the Dean will:

1.1.1 Secure the name and address of next of kin,

1.1.2 Notify the University Police Department, and

1.1.3 Notify the President's Office and Vice President of Student Access and Success.

#### **2. MEMORIALS**

2.1 It is appropriate that the university officially and formally expresses its feeling of loss in the following manner.

2.1.1 The university flag will be flown at half-mast the first full of school day following the death of a student.

2.1.2 The university will send flowers to the funeral.

2.1.3 The Dean of Campus Life and Student Development will send a letter to the family.

2.2 Students wishing to hold a private memorial service within the confines of a residence hall in which the student resided should contact the hall director of the particular residence hall as to the availability of space and other arrangements. In the event that the particular residence hall does not have appropriate facilities, the Director of Residential Living and Learning should be contacted as to the availability of space in another residence hall.

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## **Related Statutes, Policies, or Requirements**

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System Policy [Section 13. Students](#)  
[Student Guidebook](#)

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## **Contact Office**

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Dean of Campus Life and Student Development  
903-886-5153