

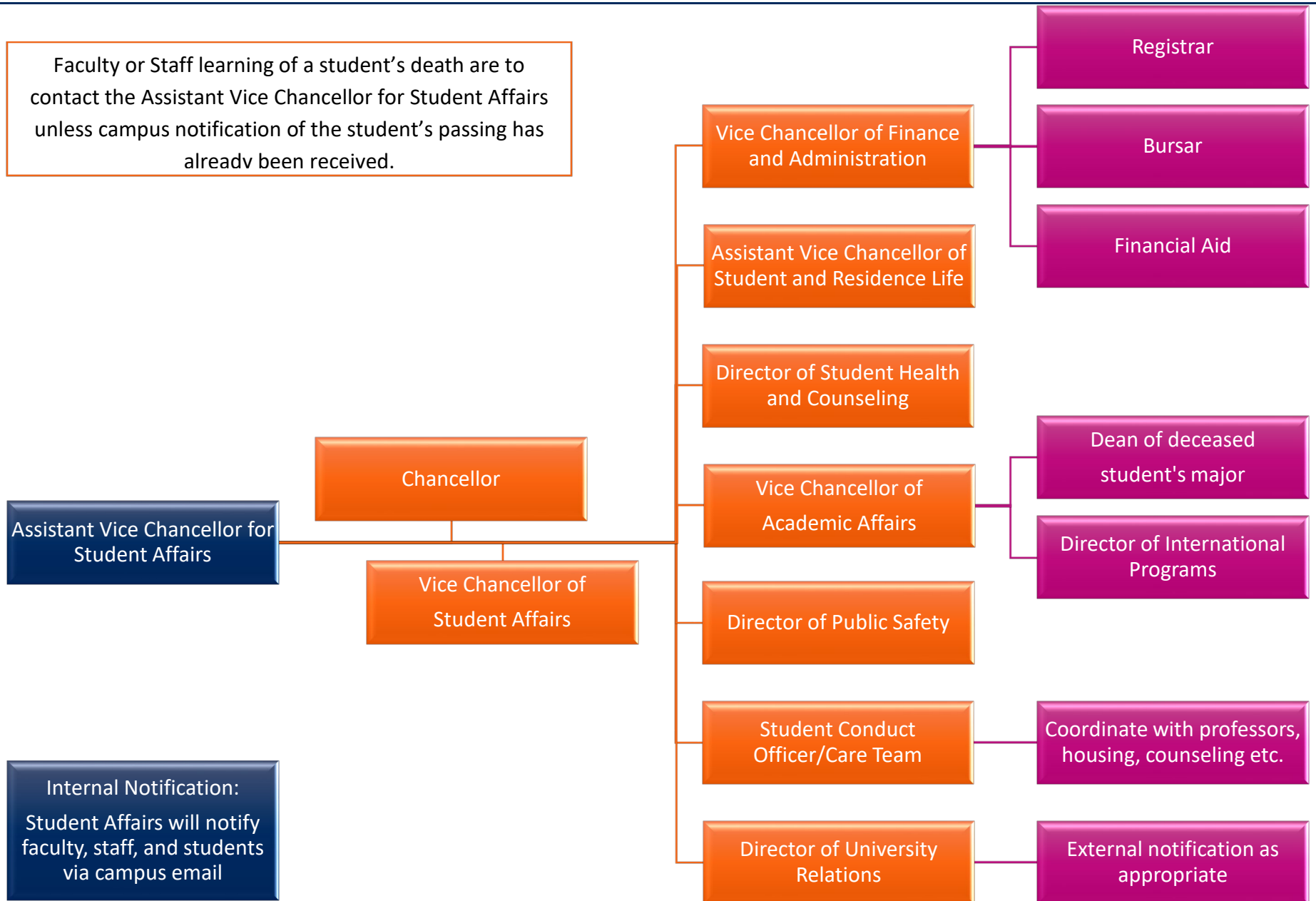
UTM Notification Protocol Death of a UTM Student

1. If a faculty/staff member becomes aware of a student's death, they should immediately contact the Assistant Vice Chancellor for Student Affairs. The Assistant Vice Chancellor for Student Affairs will verify information.
2. Internal Campus Communication
 - a. The Assistant Vice Chancellor for Student Affairs will immediately notify the Chancellor, followed by the Vice Chancellor for Student Affairs.
 - b. Once the Chancellor is briefed on the situation, and the Vice Chancellor for Student Affairs been notified, the Assistant Vice Chancellor for Student Affairs will contact the following:
 - i. Vice Chancellor of Finance and Administration, who will notify:
 1. Registrar
 2. Bursar
 3. Financial Aid
 - ii. Vice Chancellor of Academic Affairs, who will notify as appropriate:
 1. Dean of the Academic Department for student's major
 2. Director of International Students – if student is an international student
 - iii. Director of University Relations
 1. University Relations will assume responsibility for external communications when deemed necessary.
 - iv. Director of Public Safety
 - v. Assistant Vice Chancellor of Student and Residence Life
 - vi. Director of Student Health and Counseling Services
 - vii. Student Conduct Officer/Care Team Representative
 - viii. Other offices as appropriate
 - c. Student Affairs will notify the campus community of the students passing, when appropriate

- ❖ Each office notified will relay the information of a student's death to the appropriate departmental personnel.
- ❖ It is recommended that departmental contacts establish and maintain notification protocols.
- ❖ It is recommended that professors refrain from emailing their classes concerning the passing of a classmate until after the University has released a statement to the students; this will allow resources to be in place to support students.
- ❖ Human Resources Department can offer support and resources for faculty/staff, i.e. Employee Assistance Program.
- ❖ When appropriate, the Assistant Vice Chancellor for Student Affairs or their representative will reach out to the family to offer support and condolences.
- ❖ Notification protocol may be adjusted to fit the unique circumstances of each incident.

***Campus Police are always notified first if a student is found deceased on campus.**

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Contacts are encouraged to have notification protocols within their department