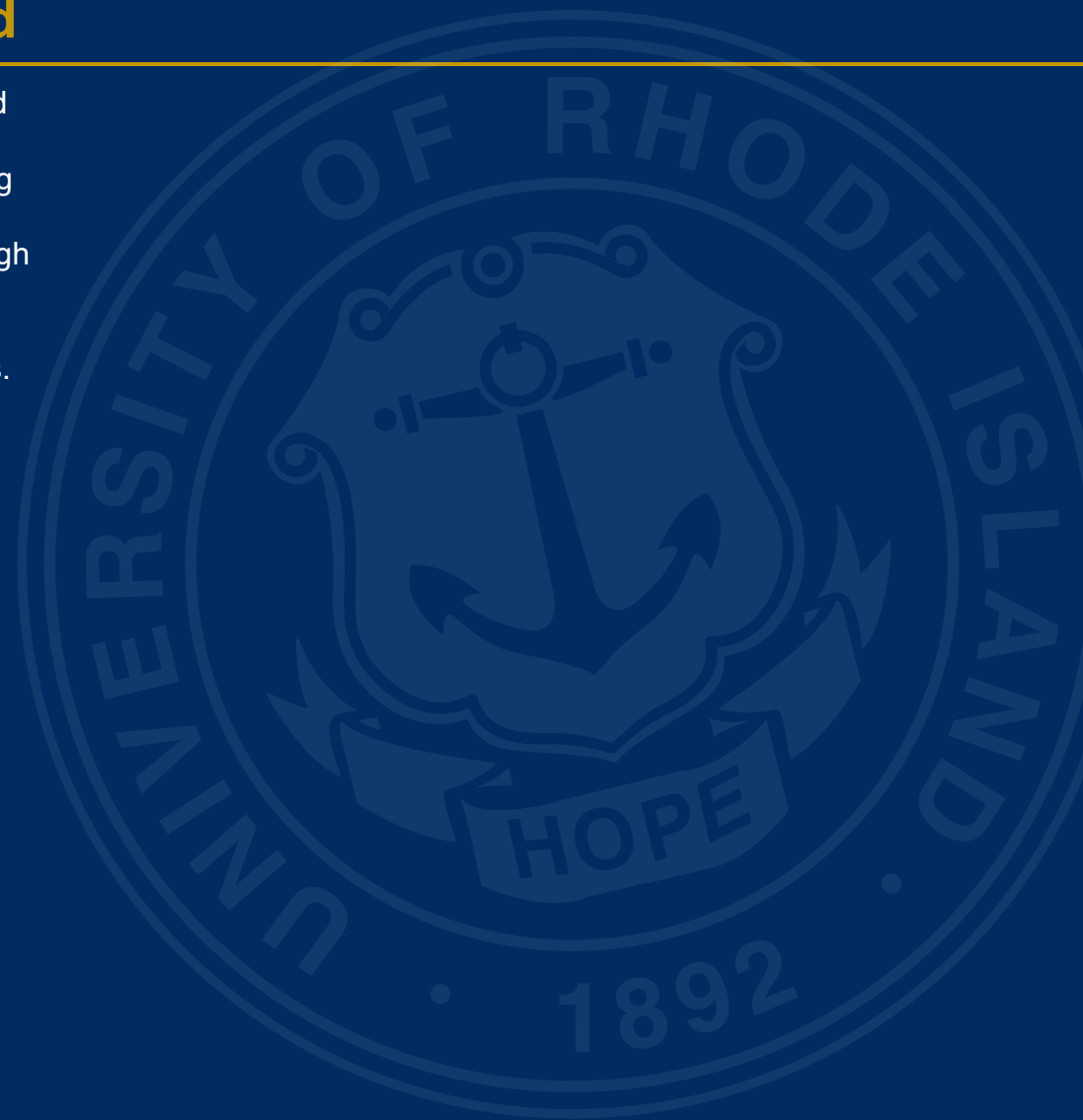


Postvention:

A Guide for Response to a Sudden Death at The University of Rhode Island

The purpose of these guidelines is to assist URI faculty and staff in responding to a sudden death on campus. While some campus officials play a more active role in responding to a sudden death, it is important that all URI faculty and staff have a working knowledge of these guidelines. Although URI strives to respond in a consistent manner, the unique facts and circumstances of each situation may lead the campus to adjust the actions suggested in these guidelines.



**Primary University Contact**

Vice President for Student Affairs

401.874.2427

Secondary University Contact

Dean of Students

401.874.2098

Other Associate and Assistant Vice Presidents for Student Affairs

Assistant Vice President, Housing and Residential Life

401.874.5788

Student Affairs Directory

web.uri.edu/student-affairs

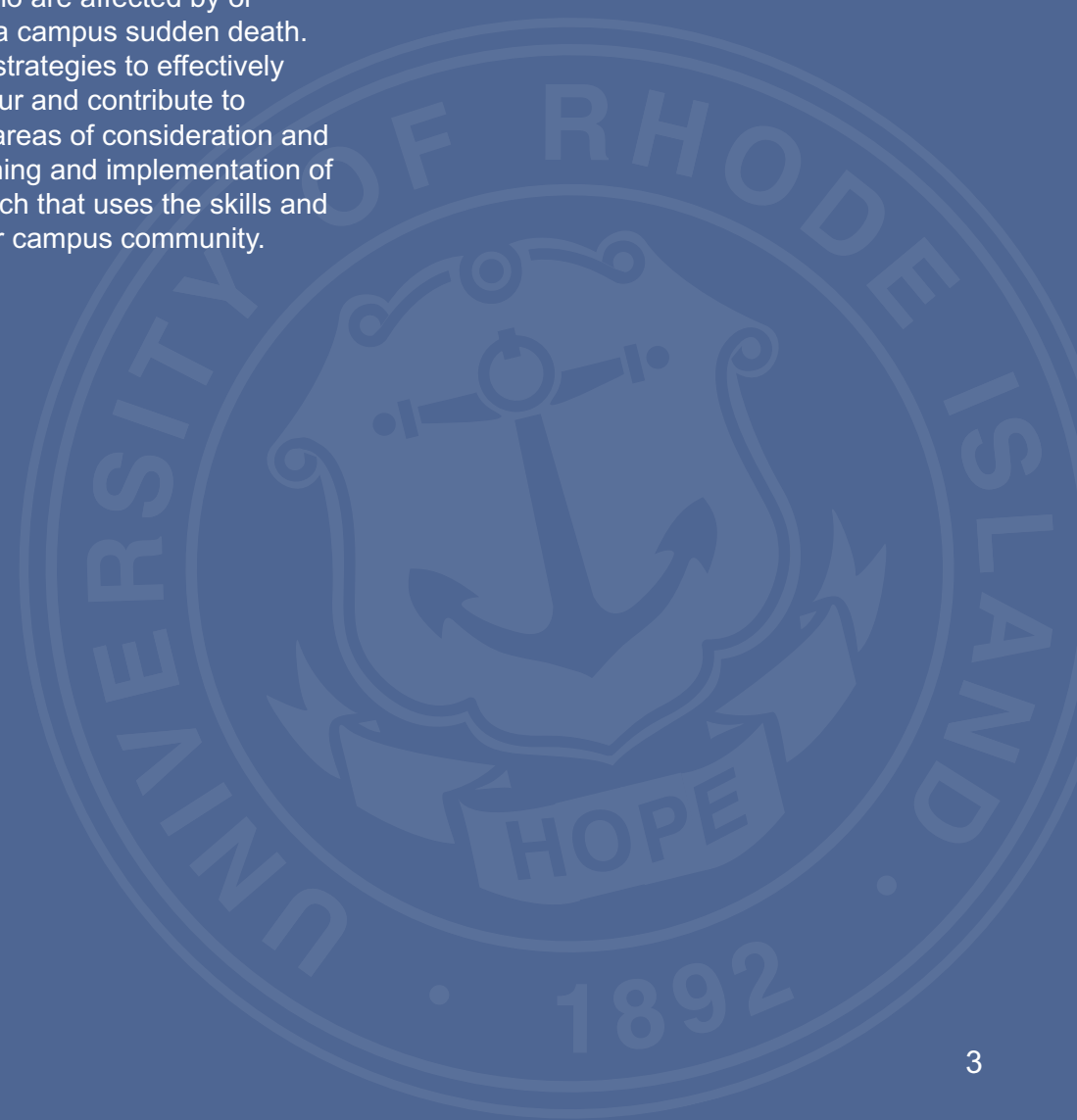


Table of Contents

- 3** Introduction
- 4** Postvention Committee and Membership
- 5** Defining Postvention
- 6** Postvention Planning
- 7** Coordination and Support
- 9** Responding to and reporting a student death
- 12** General Communications Guidelines
- 13** Campus Notifications
- 14** Media Inquiry Guidelines
- 14** Faculty Guidelines
- 15** In-Person Support Services Checklist
- 18** Records of Deceased Students
- 21** Appendix A: Campus Resources

Introduction

This guide is intended for use by URI faculty and staff who are affected by or want to be prepared to manage the painful challenge of a campus sudden death. Postvention efforts address the need for predetermined strategies to effectively and sensitively respond to campus deaths after they occur and contribute to improved prevention efforts. This guide defines specific areas of consideration and planning and offers suggestions for best practices. Planning and implementation of postvention efforts rely heavily on a collaborative approach that uses the skills and resources of administrators, practitioners and the greater campus community.



Postvention Committee and Membership

Purpose:

The Postvention Committee is a campuswide committee coordinated under the Office of the Vice President for Student Affairs (VPSA). The committee will work collaboratively in a unified manner to ensure that the campus:

- quickly convenes and organizes resources;
- provides prompt response;
- sets up communication channels on campus and with relevant off-campus offices and agencies;
- supports campus safety and healing; and
- provides support to the complex mental health issues for individuals and groups that may arise after a student death.



Meeting Frequency:

The Postvention Committee will convene for the following meeting types:

Standing Meetings:

- Semesterly meetings to discuss postvention strategies and campus updates and to explore opportunities for improvement.

Ad Hoc Incident Meetings:

- Membership varies and other ad hoc campus stakeholders may be requested to attend based on incident (i.e, if study abroad student, Study Abroad representative attends).
- The VPSA may call a meeting to review the circumstances of the sudden death approximately two weeks after the event. In addition to a review of the interventions used, postvention efforts and support strategies will be discussed as well as recommendations for an enhanced response to similar future incidents.

Membership Term:

- Each member shall serve a minimum term of two years.
- Membership will be staggered based on term date. Half of the membership will transition on an annual basis so the membership can maintain consistency while also incorporating new members.
- University representatives listed below will be delegated by respective division, department and unit.

Membership:

Co-Chairs (2):

- Dean of Students (1)
- Associate Vice Provost (1)

University Representatives (21):

- Housing and Residential Life (1)
- Dining Services (1)
- Health Services (1)
- Counseling Center (1)
- Psychological Consultation Center (1)
- Office of Disability, Access and Inclusion (1)
- Office of Student Involvement (1)
- Public Safety/ Emergency Management (1)
- University External Relations and Communications (1)
- Athletics (1)*
- URI Police Department (1)
- Enrollment Services (1)
- Undergraduate Academic Support & Advising (1)
- Graduate Studies (1):
- Global Initiatives/International Students and Scholars (ISS) (1)
- Enterprise Risk Management (1)
- Office General Counsel (1)
- HR Academic and Staff Assistance Program (1)
- Student Representatives (2):
 - Undergraduate – Student Senate Appointee (1) **
 - Graduate – Graduate Student Association (1) **

* Ad hoc incident meeting

** Standing meeting members only**

Defining Postvention

** According to a Higher Education Mental Health Alliance (HEMHA) Project postvention involves a series of planned interventions with those affected by a campus untimely death with the intention to:

- Facilitate the grieving or adjustment process,
- Stabilize the environment,
- Reduce the risk of negative behaviors,
- Limit the risk of further untimely deaths by contagion

College and university postvention is the provision of psychological support, crisis intervention and other forms of assistance to those affected by a campus death. The structure of the postvention program should fit with the specific needs of the campus community.

Goals of Postvention

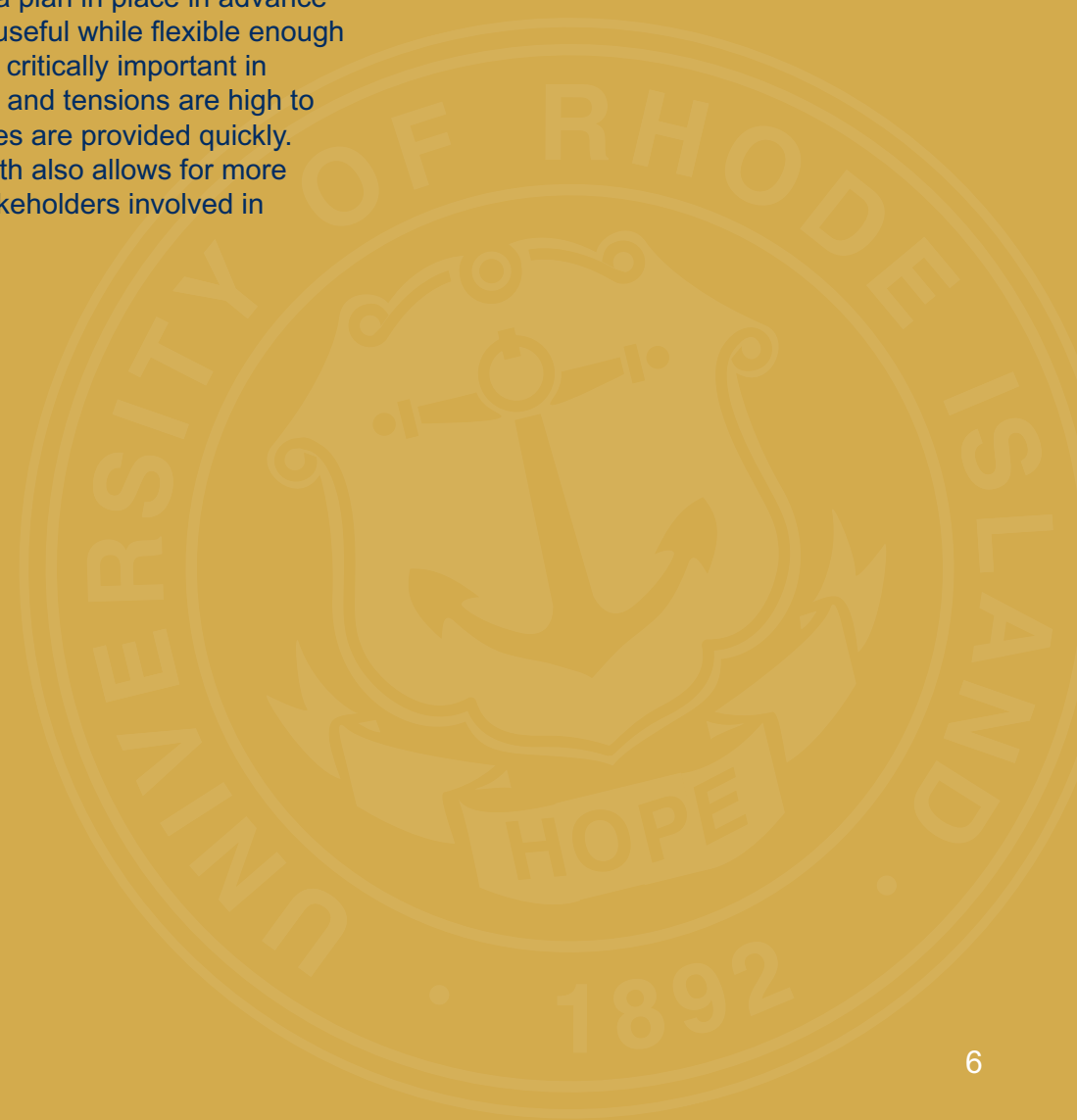
In the aftermath of a sudden death on campus, postvention efforts are directed toward helping the campus community get back to its pre-crisis level of functioning and even to develop new skills for dealing with challenges in the future. Postvention efforts should effectively:

- help those impacted by sudden death deal with the current trauma and grief and reduce the intensity of an individual's or group's emotional, mental, physical and behavioral reactions to a crisis.
- stabilize the campus community, restore some semblance of order and routine, and help the community develop coping skills and return to their pre-crisis level of functioning.
- prevent (or at least limit the risk of) further deaths and imitative behavior through contagion, as other students in the community who are struggling with psychological pain may be influenced to act in a similar way.
- help students, faculty and staff solve problems to help enhance independent functioning.
- facilitate understanding and help the campus community process what has happened, encourage the expression of difficult emotions and help individuals understand the impact of the event.
- avoid institutionalizing grief.
- allow for learning from current postvention efforts to improve future prevention, postvention and response efforts.



Postvention Planning

These postvention guidelines allow the campus to have a plan in place in advance of a campus sudden death that is specific enough to be useful while flexible enough to apply to different circumstances. Pre-crisis planning is critically important in the aftermath of a campus sudden death when emotions and tensions are high to assure that a coordinated response is rapid and resources are provided quickly. Having a postvention plan in place prior to a sudden death also allows for more effective communication among the multiple campus stakeholders involved in responding and caring for the campus community.



Coordination and Support

Coordination

Crisis prevention, intervention and postvention involve a number of different units on campus that typically communicate with each other and share responsibility for intervening and deciding whom else to involve. In general, the Office of the VP&SA will coordinate notification and crisis intervention services but, in some specific cases, other offices might be more appropriate for coordination.

Coordination of services involves a number of steps that include:

- Assessing the situation, with particular attention to the nature of the sudden death;
- Identifying person(s) who may need support;
- Determining who will provide direct and indirect services;
- Informing appropriate individuals or offices of the situation;
- Following up with individuals and offices about what action they will take;
- Following up to assess the impact of interventions;
- Determining whether or not future action is necessary;
- Holding a postvention review after the sudden death event to examine the effect of the response. Persons who were involved in responding to this crisis, including all backup and support services, will be involved in this review. In addition, persons affected by the sudden death will be invited to provide feedback regarding the response.

Support

Support may be provided to a student in crisis in a number of ways. Since students in crisis are often more receptive to intervention, staff members may use this opportunity to help them learn from their experiences. Students who are in crisis may benefit from personal, academic, or financial support. Providing support is a responsibility that can be shared among staff members, family, friends and other persons. As part of a broad-based umbrella of support, a student can be referred to student services, including but not limited to Health Services, the Counseling Center, the Psychological Consultation Center, Student Support and Advocacy Services, Financial Aid, Academic Advising, Enrollment Services and other units as appropriate.

When providing support to a student in crisis:

- **Stay Calm.** Since a person in crisis may lose perspective, it is important that you stay calm so that the situation can be assessed, and an intervention planned.
- **Make contact at a feeling level rather than a factual level.** As crises often involve loss or grief, it is important to try to identify feelings that the student may have, such as anger, sadness and hopelessness. Keep in mind that the student has a right to experience their feelings and try not to rush the student through this phase. Stay attuned to your responses to the feelings and try to respond without being judgmental or dogmatic.
- **Explore the current problem.** Focus on the past six weeks and identify what might have occurred to precipitate the onset of the crisis. Ask open-ended questions, and encourage the student to be specific.
- **Summarize the problem.** Summarize the problem so that you and the student are in agreement regarding the issues.





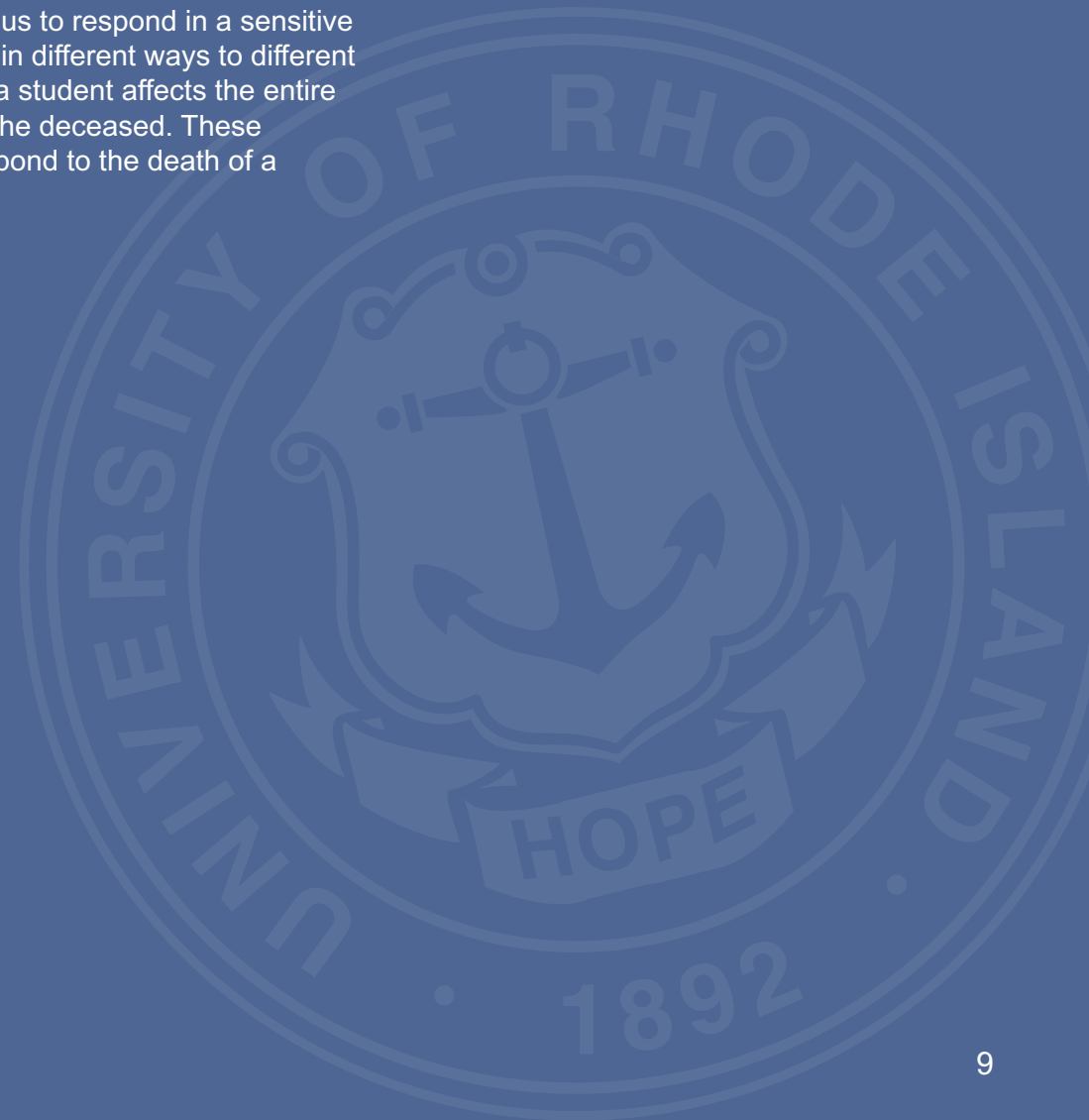
Support may also be provided to students in the academic and financial areas. For example, if the close friend of a student dies suddenly, the Dean's Office of the degree-granting college can be notified of this situation, which may result in the student being permitted to take incompletes in all courses. Likewise, if the parent of a student dies suddenly, causing financial problems for the student's family, Student Accounting can be contacted to approve alterations in the billing schedule.

Listed below are some possible steps that can be taken by academic staff to help support a student in crisis. Appropriate academic chairpersons and the Dean's Office of the student's degree-granting college should be consulted:

- Recommending Counseling Services, as appropriate.
- Extending deadlines for coursework and examinations.
- Offering special tutoring, make-up work or examinations.
- Excluding one or more test grades from the final grade computation.
- Computing the final grade or class standing, without all work being completed.
- Facilitating a personal or medical withdrawal.
- In the case of financial crisis, the Offices of Financial Aid and Enrollment Services may be able to assist by suggesting who to notify in order to alter payment schedules, receive emergency funds or facilitate other arrangements.
- Focus on amelioration and explore resources. It is important to ask the student about what resources and willingness they have to resolve the crisis. Questions can focus on the nature of the student's support system, the positive things in their life and their willingness to seek appropriate assistance.
- Consult. If there are any questions, please contact the Office of the VP&SA.

Responding to and Reporting a Student Death

URI intends to provide a safe and positive environment for all students. When a sudden death does occur, it is incumbent upon the campus to respond in a sensitive and caring manner, recognizing that individuals respond in different ways to different circumstances that may surround a death. The death of a student affects the entire campus community, as well as the family and friends of the deceased. These guidelines are designed to help URI faculty and staff respond to the death of a student in a coordinated manner.



Guidelines

1. Do not disturb the death scene. Remember that, unless rendering first aid, it is extremely important not to disturb a death scene. Therefore, exit the area immediately. If at all possible, secure the area in question, being careful to touch as little as possible. If there is another person with you, one of you should stay at the scene to keep others from tampering with the death scene while the other calls URI Public Safety (URIPS).

2. If on campus, call URIPD at 911; if off campus, call 911. The police department will alert medical personnel as needed. Be prepared to report your exact location. If the death occurs in the town of Narragansett or South Kingstown, URIPD may be notified by the corresponding law enforcement agency. In the event another campus official is informed of the student's death, that official must contact URIPD as soon as possible to convey the information.

In the case of an on-campus death, URIPS will send an officer to the location immediately to secure the scene and begin an investigation. All deaths on campus will be investigated by URIPS to determine if there are any signs of possible foul play. The area where the deceased is found will be treated as a crime scene and no one, including the media, will be permitted in the area until such time as police and medical officials approve.

Police, medical personnel or the medical examiner will contact next of kin to inform them of what has happened to their student and answer any questions they may have about the cause of or circumstances around the death.

3. Report a death to the Office of the Vice President for Student Affairs (VPSA). All university personnel must immediately report the death of any student (registered, former or applicant) to the Office of the VPSA at 401.874.2427. The URIPD or the Coroner's Office will notify the VPSA as soon as possible.

The VPSA is responsible for coordinating the campus response to the death of a student (including a student on PELP or Deferred Enrollment status), former student or applicant, and for disseminating information to the campus community. The VPSA will activate the procedures for reporting, campus notification and subsequent responsibilities in the event of the death of a URI student.

4. If a death occurs during university sponsored travel, the university staff member accompanying the trip should immediately contact the URI 24/7 International Emergency line 401.874.4100, in addition to contacting local emergency services and the local law enforcement agency. As soon as possible once the situation is secured, the university staff member will contact the Office of the VPSA at 401.874.2427.

5. If a death occurs while a student is studying abroad, the program leader or representative of host institution will contact the URI International Emergency phone line (401.874.4100) and URIPD Dispatch Center (401.874.4910) and the US Embassy or Consulate.

Calls to the Dispatch Center involving international incidents are then routed to URI incident response personnel. If you are calling on behalf of someone else, have as much information about the person(s) involved or incident as possible such as:

- The nature of the emergency or incident
- The current condition of the person(s) involved
- The person's affiliation (e.g., student, staff, faculty, researcher) and department
- Methods and reliability of future communication with the affected individual(s)
- Emergency information and additional safety and security information is also available for URI students participating in study abroad programs administered by the University of Rhode Island Education Abroad Program (UCEAP). The 24-hour International Emergency phone number is 401.874.4100.

6. Under no circumstances should university personnel make any comment or statement about the cause of death. Under Rhode Island law, only a medical examiner has authority to determine the cause and manner of a death that is not attended by medical personnel and other types of death, including but not limited to deaths that might reasonably have been due to a violent or traumatic injury or accident. In the event of the death of a student, all requests for information from news media personnel should be referred to External Relations and Communications at 401.874.2116. At no time should any staff involved discuss the incident with any persons not directly responding to the situation.

7. The VPSA will convene the Postvention Response Team (see page 5 for Postvention Committee and Membership section)

8. As soon as possible, and within 48 hours, the Office of the VPSA will determine the need for additional support, and refer to appropriate individuals or campus resources (Reference Appendix B), including:

- Student Health Services and Counseling Services for medical or psychological concerns;
- Units within the Division of Student Affairs and/or Community, Equity, and Diversity, whose staff members may be able to address specialized issues if the student is a student of color, an international student, a member of the LGBTQIA+ community or a disabled student. Such offices may provide assistance regarding both educational and support services for our diverse population;
- Offices in the Office of Academic Affairs (Office of the Provost), including: the appropriate academic dean's office (graduate or undergraduate), who will notify the faculty and provide assistance with academic accommodations, and the Educational Opportunity Program for support of their students;

- Housing and Residential Life staff, who will assess the response and request support services for students in residence halls;
- Financial Aid (Enrollment Services), who will determine if the student was receiving aid to notify lenders;
- Student Accounting to ensure updating and appropriate management of billing records;
- Office of the Registrar, to update the student information system.

9. The Office of the VPSA will coordinate support offered to students and student groups affected by the death if deemed necessary, such as the student's roommates, members of an RSO, etc. Outreach services should address the following points:

FOR STUDENTS:

- Make timely contact with friends of the deceased student;
- Encourage expression of feelings;
- Promote peer support among friends of the victim;
- Encourage campus attendance at a memorial service as appropriate;
- Avoid glamorization of death;
- Encourage students to develop coping skills that allow resumption of routine.

FOR FAMILY:

- Make appropriate housing arrangement for parents and other family members visiting campus;
- Offer brief Counseling Services as appropriate and language interpreters as appropriate;
- Provide assistance in concluding university business, e.g., gathering the student's personal effects. In this, as in all instances, sensitivity to the family's wishes and requests will be paramount.

General Communication Guidelines

Out of respect for a student's next of kin and community, URI does not release names or cause of death to individuals. If the family of the deceased student requests or authorizes a university announcement or memorial service, the name of the student may be announced. Under Rhode Island law, only a Medical Examiner has authority to determine the cause and manner of a death that is not attended by medical personnel and other types of death, including but not limited to deaths that might reasonably have been due to a violent or traumatic injury or accident. Accordingly, no person involved in the campus's response to a student death will speculate as to the cause of death or make statements assigning responsibility for the cause of death.

Campus personnel, including Strategic Communications staff in response to media inquiries, will not address causes of student deaths. In the event of media inquiries about sudden death, as a general topic, the Director of Health Services/ Chief Medical Officer, the Director of the Counseling Center, or another qualified individual will be identified as a spokesperson in consultation with the VPSPA. Designated spokespersons involved in media interviews should meet or speak with External Relations and Communications prior to the interview to review protocol. Students, parents, faculty and staff are discouraged from making comments or giving interviews to the media. External Relations and Communications will emphasize postvention services and resources that assist the campus in moving toward healing in media statements and responses.

Media restrictions also apply to members of the student media. It is recognized that students who are also members of student media organizations may also be affected by student deaths on campus. URI students, therefore will not be excluded from any media-restricted events provided they do not represent media outlets or attempt event coverage of any kind, including note taking, interviews, photography and videography, while in attendance.

On occasion, URI may share information internally, on a very limited basis, before the next of kin is notified so that we can begin to collect information to communicate to the family and campus community. We must be careful in these situation not to communicate about the student's death prematurely, even though we must navigate communication with the family and impacted communities (e.g. roommates, friends, etc.) to offer support.

Once the death has been confirmed and the next of kin has been notified by the proper authorities, the Office of the VPSPA sends a letter of condolences to the next of kin, with university resources included.



Campus Notifications

Any university official or office who may learn of a student death or is contacted (in person or other) should immediately contact the Office of the VPSA (see page 1 for contact information) so that the matter can be investigated, and procedure defined above be initiated.

Following verification of the student's (registered, former, or applicant) death via the Coroner's Office, the Office of the VPSA notifies the following offices of the death, as appropriate:

- Offices of the President and Provost
- Enrollment Services
- External Relations and Communications
- URI Health Services
- The Counseling Center
- The Psychological Consultation Center
- Enterprise Risk Management
- Dean of the student's department or graduate program and college or school
- Associate Dean of Undergraduate Programs of the student's department or graduate program and college or school
- Director of the unit that employed student, if applicable
- Financial Aid/ Enrollment Services
- URI Alumni Association
- Housing and Residential Life
- Dining Services
- Student Support and Advocacy Services
- Athletics
- International Students and Scholars
- URI Public Safety
- Undergraduate Academic Support & Advising

- Graduate School
- Disability, Access, and Inclusion
- Office of the General Counsel

The death notification includes the following information, as applicable:

- Student name
- Student status (undergraduate, grad/professional, study abroad, international)
- Student identification number
- College
- Major or graduate program
- Level or graduate degree objective
- Date of birth
- Date of death
- Location (on campus/ off campus)

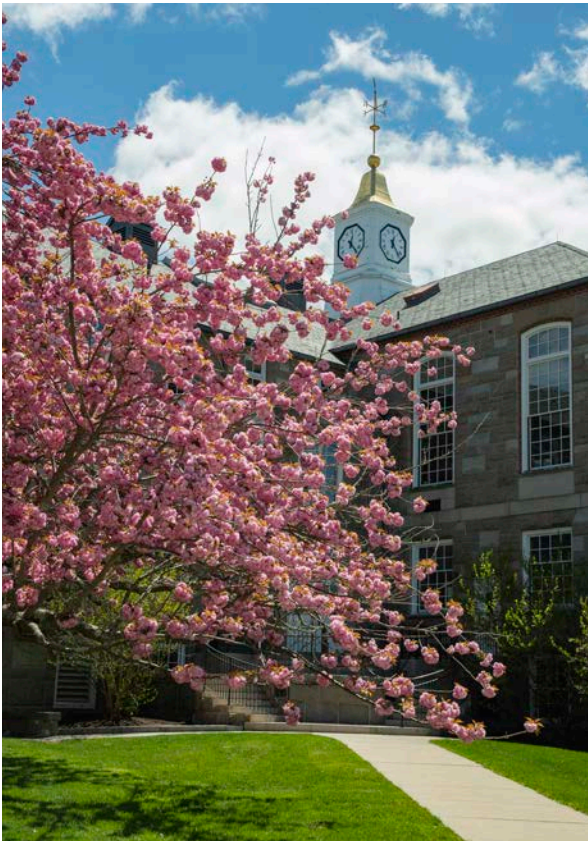
Media Inquiry Guidelines

External Relations and Communications will be responsible for disseminating information to the media. All media requests for information should be directed to this office. External Relations and Communications will work with URI Public Safety, the Office of the VPSA and the Office of the General Counsel to maintain the accuracy and ensure the legality of the information disseminated.

External Relations and Communications will ensure consistent and accurate dissemination of public information.

All media or public inquiries should be directed to this office at 401.874.2116 or dawn_bergantino@uri.edu.

Inquiries related to social media should be directed to 401.874.2116 or catherine_scott@uri.edu.



Faculty Guidelines

Faculty members should expect to be approached by students affected by a sudden death. These students may ask that they be allowed to miss class or postpone some of their academic responsibilities. In this case, the faculty member should refer the student to the Office of the VPSPA for assistance. It is important to facilitate the grieving process as well as stabilize the environment by reducing the highly emotional tone of the campus, bringing it back to its more ordinary state.

When approached by students affected by a sudden death:

- Handle each request on a case-by-case basis.
- Do not cancel class or assignments for everyone. It is important to continue routine schedules.
- If a service is scheduled at the same time as a class, refer to your attendance policies. Students can decide individually if they are willing to pay any attendance penalty that a faculty member has laid out in their syllabus and miss class to go to the service. Faculty members intending to go to the service should do whatever they ordinarily do when they cannot meet a class for personal reasons.

Along with other members of the campus community, faculty members can play an important role in helping students who are struggling with the loss of a friend or classmate. Suggestions for faculty to support students in crises following a death are as follows:

- Consult with appropriate offices on campus, such as the Office of the VPSPA, Student Support and Advocacy Services, and Health Services and the Counseling Center.
- Identify the Counseling Center to students in distress or crisis.
- Identify the Academic Enhancement Center to students who need tutoring services.
- Offer to meet with the student to provide extra assistance with assignments.
- Extend an assignment deadline.
- Provide make-up work or examinations.
- Exclude one or more test grades from the final grade computation.
- Compute the final grade or class standing without all work being completed.
- Facilitate a leave of absence or medical withdrawal if that becomes necessary.
- Faculty may talk about or recognize the loss in class. **Before talking about the death, faculty should seek assistance from the Office of the VPSPA, the Counseling Center, or the Psychological Consultation Center.**

In-Person Services Support Checklist

Purpose: to provide a resource to staff and faculty when meeting with the next of kin of a deceased student. This checklist serves as a resource to ask questions when meeting with next of kin.

Reminder: Any office or individual in the university community who learns of the death of a student or is contacted (in person or other) should immediately contact the Office of the Vice President for Student Affairs (see below), so that the matter can be investigated and procedure described above be initiated.

Housing (student and general):

Do you need assistance with student housing (on or off-campus)?

Department: Housing and Residential Life (HRL)

Primary Contact: AVP HRL | 401.874.5788

Secondary Contact: Assoc. Director | 401.874.5379

Notes: _____

Do you have hotel arrangements while in town?

Hampton Inn - *may give a discount under the circumstances*

Address: 20 Hotel Dr., South Kingstown, RI 02879

Contact: 401.789.1051

Holiday Inn Express

Address: 3009 Tower Hill Rd., Saunderstown, RI 02874

Contact: 401.789.1051

Fairfield Inn

Address: 3 Fairfield Way, South Kingstown, RI 02879

Contact: 401.284.3311

Notes: _____

Office of the Vice President for Student Affairs Contacts:

Vice President for Student Affairs

Primary university contact: 401.874.2427

VPSA Executive Assistant

Primary support contact and Executive Assistant for VPSA
401.874.2427

Dining Services:

Did your student have a meal plan and if so, will you need assistance with a meal plan refund?

Department: Dining Services

Primary Contact: Director | 401.874.2698

Secondary Contact: URI Campus ID & Dining Office
401.874.2055

Notes: _____

Can we arrange for meal vouchers for your family at Mainfare Dining Hall?

Department: Dining Services

Contact: Director | 401.874.2698

Secondary Contact: URI Campus ID & Dining Office
401.874.2055

Notes: _____

Transportation and Parking

Do you need an on-campus parking permit? If so, for how many days?

Department: Transportation & Parking Services (TAPs)

Primary Contact: Parking Operations Mgr. | 401.874.9281

Notes: _____

Insurance Services

Do you need information about insurance benefits regarding repatriation of remains or anything else?

Do you know if your student had UnitedHealthcare Student Resources or another insurance?

If not UnitedHealthcare Student Resources, do you have the information about the other insurance?

Department: Health Services

Primary Contact: Coordinator, Medical Billing and Insurance
401.874.9843

Secondary Contact: Administrative Services Coordinator
401.874.4756

Notes: _____

Communications

Do you have a question or request related to campus communications, or public or media relations?

Department: External Relations and Communications

Primary Contact: Assistant Director, Communications
401.874.2116

Would you like the University to contact your student's friends?

Department: Office of the Vice President for Student Affairs

Primary Contact: Dean of Students 401.874.2098

Secondary Contact: Student Support & Advocacy
Services 401.874.2098

Notes: _____

Would you like the University to contact your student's past/current roommates?

Department: Housing and Residential Life

Primary Contact: AVP HRL 401.874.5788

Secondary Contact: Assoc. Director 401.874.5379

For Off-Campus: Office of Commuter Affairs 401.874.2098

Notes: _____

Would you like the University to contact members of a registered student organization(s) that the student was involved with (club/organization/Greek)?

Department: Office of Student Involvement

Primary Contact: Director, Memorial Union 401.874.2726

Secondary Contact: Assoc. Director, Student Involvement
401.874.5281

Notes: _____

Support Services

Do you need translation services?

Department: Office of International Student and Scholars
401.874.2395

Department of Health Services/Language Line 401.874.2246

Notes: _____

URI Counseling Center

Would you like to discuss your loss with a counselor?

Department: Counseling Center

Primary Contact: Director 401.874.2288

Secondary Contact: Asst. Director 401.874.2288

Notes: _____

Psychological Consultation Center

Would you like to discuss your loss with a counselor?

Department: Psychology

Primary Contact: Director 401.874.2268

Secondary Contact: PCC Intake Coordinator
401.874.4264

Notes: _____

Community Services

Would you like to host a memorial service on campus?

Department: Office of the Vice President for Student Affairs

Primary Contact: VPSA | 401.874.2427

Secondary Contact: VPSA Executive Assistant
401.874.2427

Notes: _____

Do you need assistance with funeral arrangements?

Department: Office of the Vice President for Student Affairs

Primary Contact: Vice President for Student Affairs
401.874.2427

Secondary Contact: Executive Assistant VPSA
401.874.2427

Notes: _____

Are there cultural or language concerns or requirements?

Department: Office of the Vice President for Student Affairs

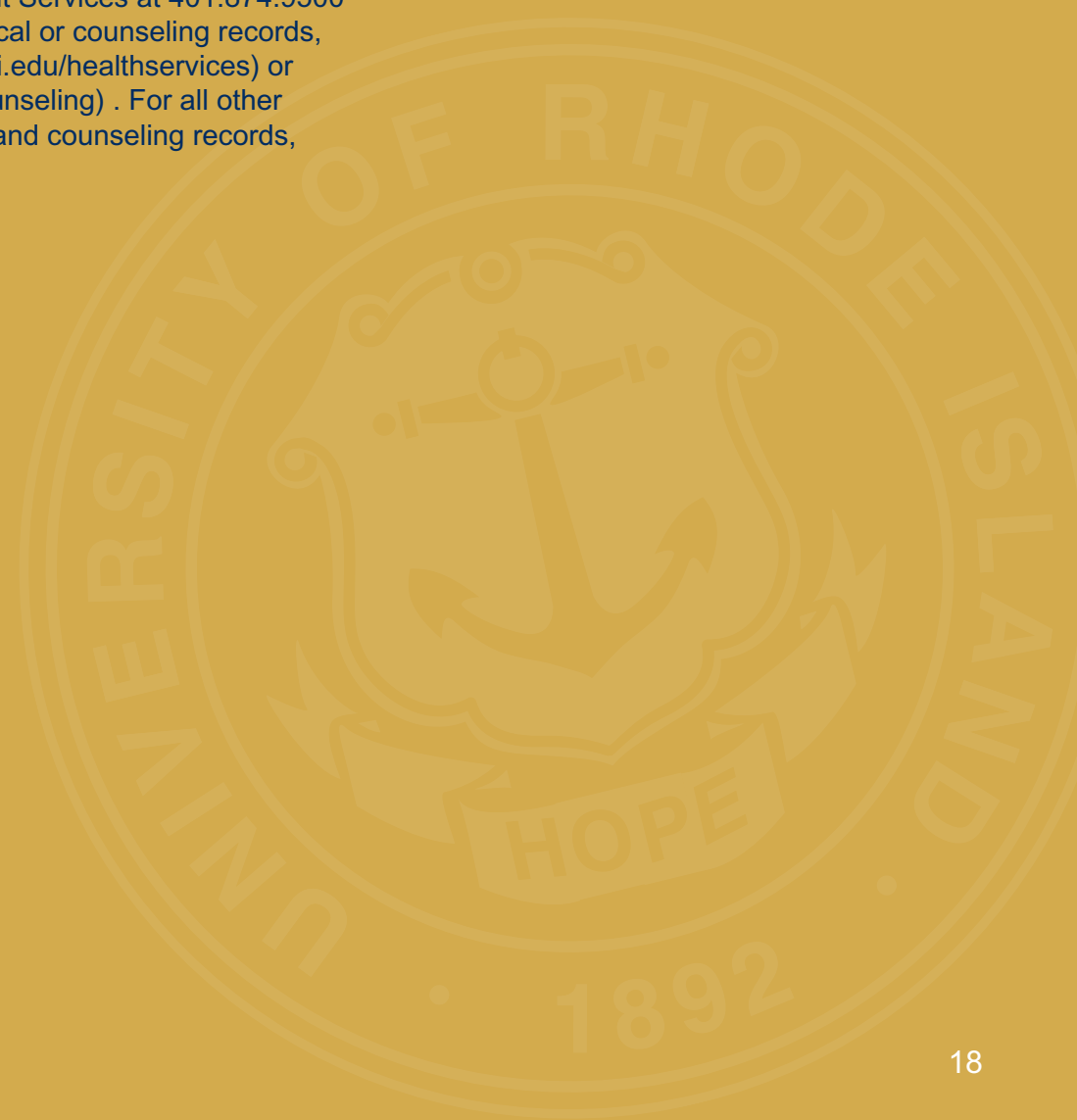
Primary Contact: Vice President for Student Affairs
401.874.2427

Secondary Contact: Executive Assistant for VPSA
401.874.2427

Notes: _____

Records of Deceased Students

For academic record requests, please contact Enrollment Services at 401.874.9500 or visit their website at web.uri.edu/enrollment. For medical or counseling records, please contact Health Services at 401.874.2246 (web.uri.edu/healthservices) or the Counseling Center at 401.874.2288 (web.uri.edu/counseling). For all other questions relating to the request for academic or health and counseling records, please contact the Office of the General Counsel at 401.874.4486 (web.uri.edu/general-counsel).



If next of kin requests resources:

College Process

- Dean notifies Associate/Assistant Deans, Director of Advising/Undergraduate Programs and Chair of department
- Advising office follows process (page 24) if student is eligible for any type of certificate: posthumous degree or certificate, etc.
- College may request address of student to send personalized letter to next of kin
- Notified instructor

Services for International Students and Scholars

- Review the checklist, if ISS is the first point of contact and refer to VPSA
- Close the SEVIS record after receiving verification of the student's death (this must be done within 21 days of official notification)
- Close the record (our internal database)
- Offer condolences

Student Health Insurance Program (SHIP)

- The plan pays for a death under these conditions (max coverage; \$25,000):
 - For student or dependent whose country of permanent legal residence is not the United States, while in the United States
 - For student who is a legal US resident, while traveling outside the US

- One or more persons have incurred expense for the preparation and transportation of the student's remains to country of legal residence for burial
- The following are not covered:
 - Preparation and transportation within the US for a legal US resident
 - Travel expenses of anyone accompanying the body to country of residence or traveling for purpose of visitation
 - Funeral expenses

Enrollment Services:

- Marks the student's record inactive
- Notifies student's instructors
- Enrollment Services will process the request to credit account:
 - If the student has an active direct deposit, the credit is deposited
 - Current process is to wait 40 days after the student death to process the refund
- If direct deposit does not go through, they will be notified that the bank rejected the deposit
- Enrollment Services will then send a letter to the physical address on file asking the next of kin to notarize the reimbursement request
- Next of kin sends back
- Enrollment Services cuts a check and sends it to physical address

Financial Aid:

- If the student is receiving aid, FA notifies lenders

Housing and Dining Services:

- Access to room if student is a current resident
- If a student lives in another property on campus, we can coordinate with property manager
- Offer professional staff support
- Inform current and past roommates and Greek organization members if requested
- Meal plan refund

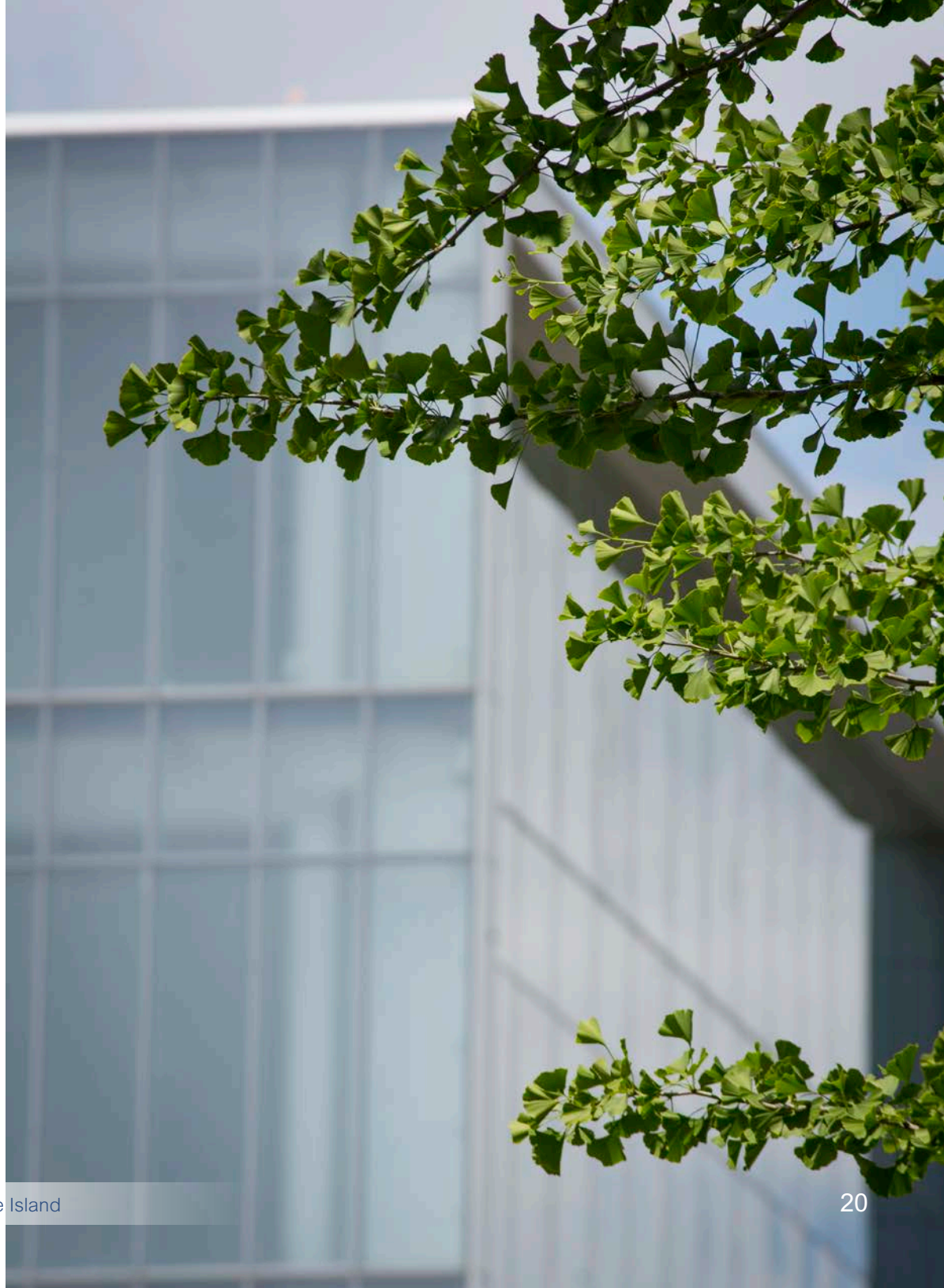
Memorial Service and Announcement:

- Service: if the next of kin would like to host a memorial service on campus, Office of the VPSA will assist in coordination of space reservation
- Announcement: if next of kin would like URI to announce the death to campus community, Office of the VPSA will inform and introduce next of kin to contact in External Relations and Communications

If a student is eligible for posthumous degree or certificate:

Eligibility: Undergraduates who have passed away while registered for courses and who have completed at least fifty percent of the credits necessary for the degree are eligible to be awarded a posthumous degree on the recommendation of the chair of the department, and the dean of the college to the President, who may then recommend to the Board of Trustees that the degree be given

- Respective college “Program/Advising” office requests degree approval from Academic Senate
- If approved, the college “Programs/Advising” office contact (usually director) communicates with Office of the VPSA to communicate with next of kin
- Office of the VPSA or the Dean of the College then communicates via letter to the next of kin to inform them of degree approval and the following options:
 - Degree can be picked up or mailed to physical address on file (following the quarter it is conferred)
 - Next of kin may accept the degree on behalf of the student at the student’s upcoming college commencement or graduation ceremony
- If the next of kin chooses to accept the degree on behalf of the student, the Office of the VPSA or the Dean of the degree-granting college will inform the Event or Commencement Coordinator of respective college and introduce said staff member with the contact for the next of kin to coordinate



Appendix A: Campus Resources

For Students

Alcohol and Other Drug Education (AODE)	401.874.5521
Counseling Services	401.874.2288
Couples and Family Therapy Clinic	401.874.5956
Dean of Student Office	401.874.2098
Disability, Access, and Inclusion (DAI)	401.874.2098
Health Services	401.874.2246
Psychological Consultation Center	401.874.4263
Student Support and Advocacy Services (SSAS)	401.874.2098
URI Police Dept. (non-emergency)	401.874.4910
Violence Prevention and Advocacy Services (VPAS)	401.874.9131

Identity Centers

Center for Military and Veteran Education (MAVE)	401.874.5213
Gender and Sexuality Center	401.874.4263
Multicultural Student Services Center (MSSC)	401.874.5829
Women's Center	401.874.2097

24 Hour / After Hours

Behavioral Health Link RI - www.bhlink.org	401.414.5465
Rhode Island Hospital	401.444.4000
South County Hospital	401.782.8000
Suicide and Crisis Hotline	988 (call or text)
TELUS (24-Hour Student Support Services)	401.874.9131

For Faculty and Staff

Employee Assistance Program (EAP)	1.866.987.3705
Workplace Violence Prevention	401.874.9131

Colleges, Schools, and Departments

College of Arts & Science	401.874.2566
College of Business	401.874.2337
Feinstein College of Education	401.874.8100
College of Engineering	401.874.5985
College of the Environment and Life Sciences	401.874.2957
College of Health Sciences	401.874.2089
College of Nursing	401.874.2766
College of Pharmacy	401.874.2761
Graduate School of Oceanography	401.874.6222
University College for Academic Success	401.874.2993

