



XAVIER UNIVERSITY

Reporting a Student Death

Effective: 5/3/19

Last Updated: 6/25/25

Last Reviewed:

Responsible University Office: Division of Student Affairs

Responsible Executive: Vice President of Student Affairs

Scope: Faculty, Staff

A. REASON FOR POLICY

The death of a student is a very emotional, stressful and difficult experience for the entire University community. In the event of a student death, this policy is designed to ensure a coordinated, professional, compassionate, and timely response to support all members of the University community. This policy outlines the process for reporting and responding to the death of a currently enrolled Xavier student. This policy is not intended to specify the response of Xavier University Police Department (XUPD), health care professionals or other emergency personnel in carrying out their responsibilities, but only to set forth the notifications and actions that should occur subsequent to or in connection with a student death.

B. POLICY

The Dean of Students serves as the central point of contact in all matters relating to the death of a Xavier student. Should the Dean of Students not be available, the Associate Dean of Students will serve as the central point of contact. The Dean of Students coordinates the notification and response of appropriate Xavier University officials, and, within the parameters of this policy, assists those officials, the student's family and the campus community, as requested. The details of the response are outlined in the Protocol for Responding to a Student Death.

Because the circumstances of a student death may vary greatly, the Dean of Students may convene a team of professionals to implement the appropriate University response protocols. This team, chaired by the Dean of Students or designee, will include professionals from XUPD, Center for Faith & Justice, Center for International Education, Residence Life, Risk Management, Marketing and Communications, Wellness Services, and others as deemed appropriate.

C. DEFINITIONS

For the purpose of this policy, a currently enrolled Xavier University student is one who is

enrolled for classes at Xavier University, or, during the recess period between semesters, one who has completed the preceding term and is eligible for re-enrollment.

D. PROCEDURES FOR REPORTING A STUDENT DEATH

Information about a student's death may come to the attention of any member of the University community, and may come from a variety of sources, such as a contact from the family, a friend or roommate of the student, an obituary, a police officer, or a report in the media. The person receiving such information should immediately notify the Dean of Students, who will act as the coordinator for all University responses. Should the Dean of Students not be available, the notification will be made next to the Associate Dean of Students.

AFTER HOURS:

In the event of a sudden death on the weekend or after business hours, XUPD should be contacted at (513)745-1000.

E. EXHIBITS

Refer to the Protocol for Responding to a Student Death for detailed action steps and considerations for a timely and coordinated university response.

F. HISTORY

This policy is revised portion of the existing Protocol for Responding to a Student Death. The protocol has been in use by the Division of Student Affairs since 2013.

This policy is subject to annual review and amendment as appropriate. When conditions warrant, a review committee may be called together to develop recommendations.

Other applicable policies and/or resources:

Protocol for Responding to a Student Death