

DEARBORN ADMINISTRATIVE GUIDE

Section: Student Services  
Subject: Reporting Death or Trauma of a Student  
Issued by: Office of Enrollment Management and Student Life  
Number: 407  
Date Revised: 10/2000

---

The Office of Registration and Records will coordinate response in the event of a UM-D student's death or any serious trauma in which a student cannot act in his/her own behalf in matters related to the University community.

1. Information pertaining to death or severe injury of a student should be reported immediately to the Office of Registration and Records, 583-6500. Outside of normal business hours (after 5:00 p.m. weekdays, evenings, or on weekends), this information will be given to the Campus Safety Department, 593-5333, for forwarding to the Office of Registration and Records and the Vice Chancellor for Enrollment Management and Student Life.
2. The Office of Registration and Records will coordinate with Campus Safety to confirm the accuracy of the information.
3. Once information has been verified, the Office of Registration and Records will:
  - Obtain any additional information that might be appropriate;
  - Draft a letter of sympathy on behalf of the University;
  - Notify the Vice Chancellor for Enrollment Management and Student Life, the Chancellor's Office, University Relations, Student Accounting, the student's Unit office, and any other appropriate office.
4. Any official releases will be handled by University Relations.