

Campus Death Procedures

If the Deceased Party is:	If the Death Occurred ON CAMPUS:	If the Death Occurred OFF CAMPUS:
Current student	Step 1: Except in the case of a natural death occurring at the hospital, the unit supervisor must immediately notify the UIC police. UIC Police and the Cook County Medical Examiner will conduct an investigation to determine the cause and manner of death. Notification of next of kin will be made by UIC Police.	Step 1: Official notification of a death is made to the next of kin by law enforcement (unknown, suspicious, accidental or criminal cause), hospital personnel (natural death) or by the Cook County Medical Examiner.
	Step 2: Any individual or UIC department that receives the news of the death of a student should immediately contact the Office of the Dean of Students. The facts pertinent to the student's death should be shared and, if necessary, additional information may be requested. It is important that this information is communicated in a timely manner in order for a coordinated response from the Office of the Dean of Students.	Step 2: Any individual or UIC department that receives the news of the death of a student should immediately contact the Office of the Dean of Students. The facts pertinent to the student's death should be shared and, if necessary, additional information may be requested. It is important that this information is communicated in a timely manner in order for a coordinated response from the Office of the Dean of Students.
	Step 3: The units on List C should be notified by the Office of the Dean of Students as quickly as possible.	Step 3: The units on List C should be notified by the Office of the Dean of Students as quickly as possible.
	Step 4: The Dean of Students and the Chancellor will each send a letter of condolence to the student's family. They may send a joint letter.	Step 4: The Dean of Students and the Chancellor will each send a letter of condolence to the student's family. They may send a joint letter.
	Step 5: The Dean of Students serves as the point of contact with the student's family.	Step 5: The Dean of Students serves as the point of contact with the student's family.
Current faculty or staff <i>And if a physician can assign a cause of death (natural death) and a death investigation is not required.</i>	Step 1: Physician (and UIC police, if present) will decide best course of action for notification of family/emergency contact.	Step 1: When any unit of UIC learns of an off-campus death, the units on List A should be notified as quickly as possible.
	Step 2: The units on List A should be notified as quickly as possible.	

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<p>Current faculty or staff <i>And if a physician cannot assign a cause of death (natural death) or the death is of suspicious or criminal cause and a death investigation is required.</i></p>	<p>Step 1: UIC Police should be contacted immediately. Police will make a determination if an investigation is necessary. Police will inform family/emergency contact.</p>	<p>Step 1: When any unit of UIC learns of an off-campus death, the units on List A should be notified as quickly as possible.</p>
	<p>Step 2: The units on List A should be notified as quickly as possible.</p>	
<p>Retired faculty or staff <i>And if a physician can assign a cause of death (natural death) and a death investigation is not required.</i></p>	<p>Step 1: Physician (with UIC Police, if present) will decide best course of action for notification of family/emergency contact.</p>	<p>Step 1: When any unit of UIC learns of an off-campus death, the units on List B should be notified as quickly as possible.</p>
	<p>Step 2: The units on List B should be notified as quickly as possible.</p>	
<p>Retired faculty or staff <i>And if a physician cannot assign a cause of death (natural death) or the death is of suspicious or criminal cause and a death investigation is required.</i></p>	<p>Step 1: UIC Police should be contacted immediately. Police will make a determination if an investigation is necessary. Police will inform family/emergency contact.</p>	<p>Step 1: When any unit of UIC learns of an off-campus death, the units on List B should be notified as quickly as possible.</p>
	<p>Step 2: The units on List B should be notified as quickly as possible.</p>	

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Each department/office should have its own procedure to ensure that appropriate information is shared with internal units which should be aware of the death.

List A:

Chancellor's Office
Employee's home department or Faculty Affairs, as appropriate
Human Resources
OBFS – Payroll
Media Relations
Development
**Office of International Services only if faculty / staff member is international*

List B:

Chancellor's Office
Employee's home department or Faculty Affairs, as appropriate
Human Resources
Media Relations
Development

List C:

Academic College / School
ACCC
Campus Auxiliary Services (I.D. card, facility access, student government involvement)
Counseling Center
Financial Aid
Library
Parking
Records and Registration
Student Accounts
Student Employment
Student Health Insurance
Office of Development

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Alumni Association

**The following offices will receive notice as necessary based on the student's campus affiliations or circumstances related to the death:*

Campus Housing

International Student Services

Public Affairs

Student Development Services

University Counsel

University Police