



POLICY STATEMENT 36

DEATH OF A STUDENT OR EMPLOYEE

POLICY DIGEST

Monitoring Unit: Division of Student Affairs; Human Resource Management

Initially Issued: July 1, 2026

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I. PURPOSE

To establish LSU New Orleans' framework for responding to the death of a student or employee, ensuring appropriate coordination of administrative actions, communication, support services, and assistance for affected members of the University community.

II. DEFINITIONS

Employee: Any individual employed by LSU New Orleans, including faculty, staff, student employees, temporary employees, and other personnel employed by the University.

Next of Kin: The individual identified by law or University records as the appropriate person to receive official communications regarding a deceased student or employee.

Student: As defined in the LSU New Orleans policy regarding the definition of a student for University policy enforcement purposes.

III. GENERAL POLICY

LSU New Orleans recognizes that the death of a student or employee may significantly affect family members, friends, classmates, colleagues, and the broader University community. The University is committed to responding in a coordinated, respectful, compassionate, and timely manner while protecting individual privacy and complying with applicable laws and regulations.

For this reason, the Office of the Dean of Students is delegated the responsibility of coordinating the closing of a deceased student's records and accounts with the University and of contacting the Next of Kin when this is accomplished. *No other office* should contact the Next of Kin of deceased students for the purpose of resolving administrative issues. All such matters should be brought to the attention of the Office of the Dean of Students which shall then contact the responsible family member(s) to resolve any pending administrative issues.

In the event a student dies on campus and notification is not made by another source (i.e. LSU New Orleans Police Department or hospital), the Dean of Students shall make or assist in making appropriate notification to the responsible Next of Kin.

The Office of Human Resource Management will coordinate the closing of all University business of a deceased employee with the employee's supervisor. In the event death occurs on the job, the emergency contact listed in Workday will be notified of the death of the employee. If death occurs off the job, HRM will coordinate efforts with the employee's supervisor and next of kin in returning any personal belongings to the employee's family, orchestrating the return of any items belonging to the University, and closing out all University accounts.

Official University communications regarding the death of a student or employee shall be coordinated through designated University officials to ensure accuracy, consistency, and respect for the deceased individual and their family. LSU New Orleans will make reasonable efforts to honor family preferences regarding communications, memorialization, and the sharing of information, consistent with applicable laws and operational needs.

The University shall provide information regarding available support resources to affected students, employees, and members of the University community as appropriate.

IV. PROCEDURES

- A. Reports of the death of a student or employee shall be referred to the appropriate coordinating office for verification and response.
- B. Designated University officials shall coordinate notification of appropriate University offices and personnel as necessary to fulfill administrative, academic, employment, safety, and support functions.
- C. The University shall coordinate necessary administrative actions related to University records, accounts, services, property, benefits, and other institutional matters.
- D. Designated University officials shall serve as primary points of contact for family members or next of kin regarding University-related matters.
- E. Appropriate support resources, including counseling, advocacy, employee assistance, and other available services, shall be made available to affected members of the University community as appropriate.
- F. Memorial activities, posthumous recognitions, and related commemorative actions shall be managed in accordance with University procedures and applicable policies.
- G. Detailed operational procedures shall be maintained by the responsible offices to implement this policy.

I. APPENDICIES

OP SS-1 Death of a Student Response Procedures
OP HR-1 Death of an Employee Response Procedures