

PROTOCOL FOR RESPONDING TO THE DEATH OF ALUMNI

1. Anyone becoming aware of the death of a John Jay alumnus/a through an obituary, word of mouth or other communication is encouraged to notify the Office of Alumni Relations.
 - a. The Office of Alumni Relations may receive multiple death updates through data appends from third party vendors like Alumni Finder. These should be reviewed and handled the same as individual notices.
2. The Office of Alumni Relations will verify the information and notify the Office of Institutional Advancement Raiser's Edge Specialist and the Registrar's office so each can update their files. Any pertinent biographical information such as obituaries and news articles should be uploaded to the alumnus/a's record in the media tab.
3. If appropriate and timely, the Office of Alumni Relations will write a letter of condolence to the family of the deceased.
4. Recent graduates and alumni who are current students
 - a. If the deceased is a recent graduate within the last 3 years or a current student, the Dean of Students and the Office of Alumni Relations will be notified and coordinate a response.
 - b. The Dean of Students will determine if the Protocol on the Death of a Student should be invoked.
5. Prominent members of the John Jay Community
 - a. If the deceased alumnus/a is a current or former member of the staff, faculty, Board of Trustees, Alumni Association Board, for example, the Office of Alumni Relations will notify the Vice President of Institutional Advancement, Vice President of EMSA, and the Vice President of Public Affairs and Office of Marketing and Communications, who will determine if a coordinated notification is needed.