

Effective Date: September 14, 2026

Brooklyn College Community Member Death Notification and Institutional Response Procedures

Purpose

The purpose of these Procedures is to establish protocols for communicating the death of a member of the Brooklyn College community and to ensure a compassionate, consistent, respectful, and coordinated institutional response.

The Office of Marketing and Communications shall maintain these procedures in consultation with Student Affairs, Human Resources, Institutional Advancement, Public Safety and the Brooklyn College Foundation.

Persons Affected

Faculty, staff, students, alumni, trustees, members of the Brooklyn College Foundation Board of Trustees, donors, volunteers, affiliated organizations, and other members of the Brooklyn College community.

Guiding Principles

Brooklyn College recognizes that the death of a student, employee, trustee, donor, alumnus, volunteer leader, or other member of the College community can have a significant impact on students, faculty, staff, alumni, and friends of the College. The College is committed to responding with care, dignity, and respect while protecting the privacy of individuals and families.

The office responsible for coordinating the institutional response shall verify the death through a family member, legal representative, employer, obituary, law enforcement agency, healthcare institution, or other reliable source before any public communication is issued.

In the event a death involves significant public attention, campus safety concerns, active law enforcement investigations, or reputational risk to the College, General Counsel, Public Safety, and Marketing and Communications shall be consulted prior to any institutional communication.

These procedures address institutional communications concerning deaths of community members and do not replace legal, administrative, academic, personnel, or student processes that may be required following a death. Departments may establish supplemental procedures to address operational matters within their respective areas.

Procedures

Student Death

The Office of Student Affairs shall be informed immediately upon confirmation of a student death.

The Vice President for Student Affairs or designee may communicate condolences to the student's family or representatives. In consultation with Enrollment Management, Marketing and Communications, and other relevant offices, the Office of Student Affairs, in consultation with the Vice President for Institutional Advancement, will determine whether broader institutional communication is appropriate.

The Registrar and other relevant administrative and academic offices shall be notified as necessary to ensure that institutional records are updated and that appropriate support is provided to affected students, faculty, and staff.

To the extent possible, the College will designate a single point of contact for communications with the student's family.

Except in extraordinary circumstances, notification of a student death will be shared through the *In Memoriam* section of official College publications, including *BC Brief*, *BC Buzz*, and *Connections*. Campus-wide email notifications will generally be reserved for circumstances in which the death has had a significant impact on the Brooklyn College community or when broader communication is deemed appropriate by the Office of Student Affairs and the Office of Marketing and Communications.

The Office of Student Affairs may coordinate counseling, wellness, academic accommodations, and other support services for affected students.

Death of a Current Employee

In the event of the death of a current faculty or staff member, the employee's supervisor shall notify:

- Human Resources
- Information Technology Services
- Marketing and Communications
- The appropriate dean, vice president, or division head
- The Brooklyn College Foundation, when appropriate

In consultation with Human Resources and Marketing and Communications, the College will determine whether broader communication is appropriate. Except in extraordinary circumstances, notification of the death of a faculty or staff member will be shared through the *In Memoriam* section of official College publications, including *BC Brief*, *BC Buzz*, and *Connections*. Campus-wide email notifications will generally be limited to current senior leaders, individuals whose contributions had an extraordinary impact on the institution, or circumstances in which the death has significantly affected the Brooklyn College community.

Communications should be respectful, accurate, and aligned with the wishes of the family whenever possible.

Human Resources may coordinate appropriate employee assistance resources.

Death of a Current Employee's Immediate Family Member or Death of a Former Employee

The death of an immediate family member of a current employee or the death of a former employee will generally be communicated at the departmental or divisional level.

A campus-wide communication is typically not warranted; however, exceptions may be made when an individual's relationship with Brooklyn College, years of service, philanthropy, or impact on the institution justify broader notification.

In the event of the death of a former employee, the appropriate supervisor or dean should notify Information Technology Services, Marketing and Communications, and other relevant offices as necessary.

Trustees, Foundation Board Members, Distinguished Alumni, Donors, and Friends of the College

Brooklyn College may communicate the death of a current or former member of the Brooklyn College Foundation Board of Trustees, a College advisory board, a trustee, a distinguished alumnus, a major donor, or another individual whose service, leadership, volunteerism, or philanthropy significantly contributed to the College.

Such communications shall be coordinated through the Brooklyn College Foundation, Institutional Advancement, and its office of Marketing and Communications.

The deaths of current or former trustees, Foundation board members, major donors, distinguished alumni, and other individuals whose service, leadership, or philanthropy has significantly benefited Brooklyn College shall be reviewed by the Vice President for Institutional Advancement/Executive Director of the Brooklyn College Foundation to determine the appropriate institutional response and level of recognition.

Such recognition may include:

- A campus-wide communication
- A presidential statement
- Recognition in *BC Brief*, *BC Buzz*, *Connections*, or other College publications
- Representation at memorial or funeral services
- Institutional resolutions or proclamations
- Memorial events or tributes
- Other forms of recognition deemed appropriate by College leadership

Memorial Events and Financial Responsibility

Academic departments, administrative offices, centers, institutes, alumni organizations, student organizations, and other College-affiliated entities may choose to organize memorial events, tributes, lectures, receptions, commemorations, or other activities honoring deceased members of the Brooklyn College community.

Brooklyn College will ordinarily not be able to provide central funding for memorial activities. All costs associated with such events, including food and refreshments, facilities, audiovisual support, printed materials, transportation, honoraria, and related expenses, shall be the responsibility of the sponsoring department, division, organization, or funding source.

Departments planning memorial events should coordinate with the Office of Marketing and Communications, Event Management, Institutional Advancement, and other relevant College offices, as appropriate, to ensure consistency with applicable College requirements and institutional priorities.

Definitions

Community Member

A currently enrolled student; current or former employee; trustee; Foundation board member; alumnus; donor; volunteer leader; or other individual with a significant relationship to Brooklyn College.

Employee

A person employed by Brooklyn College, the Research Foundation of CUNY, the Brooklyn College Foundation, or another affiliated entity.

Student

A person enrolled in Brooklyn College and recorded as an active student in the College's student information system.

Friends of the College

Trustees, Foundation board members, advisory board members, alumni leaders, donors, volunteers, and other individuals whose service or support has substantially contributed to Brooklyn College.

Responsible Offices

- Office of Marketing and Communications
- Human Resources
- Division of Student Affairs
- Division of Institutional Advancement
- Public Safety
- Brooklyn College Foundation