

University of Memphis Notice of Death

Name of Deceased Gender (M/F) Age

Department Title

Date of Death

- ☐ Employee – Faculty
- ☐ Employee – Staff
- ☐ Student
- ☐ Alumnus/a
- ☐ Donor
- ☐ Friend
- ☐ Other _____

Primary Contact Name: Surviving Spouse, Next of Kin or Close Personal Friend

Information for Primary Contact

Information to send condolences

Reported by Department Phone Extension

Service or memorial information or where information is to be published

Donation information

Notes:

Form to be forwarded to the president's office, provost, divisional vice presidents, academic deans. Each division head notifies the appropriate offices within their division to ensure the accuracy of the university's internal records:

- **Current student:** Vice President for Student Academic Success is the responsible official and will forward the Notification of Death form to University Registrar; Dean of Students; academic unit head; academic adviser; current instructor(s); Information Technology, Bursar, Financial Aid, Payroll and Human Resources, as appropriate;
- **Current or former faculty member:** Provost is the responsible official and will have responsibility for forwarding the Notification of Death form to Human Resources; Office of Advancement-Services; College Dean, Information Technology, as appropriate;
- **Current or former staff member:** The Department of Human Resources has responsibility for forwarding the Notification of Death form to appropriate individuals within Human Resources, the Office of Advancement Services, the College Dean, and Information Technology, as appropriate;
- **External affiliation - Current or former donor, alumnus/a parent, friend or others not included in the previously stated designations who have a relationship with the University:** Chief Development Officer and Executive Vice President for University Relations.