

**NORTHWEST VISTA COLLEGE  
PROCEDURE**

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Procedure Number: SS 3.2.1  
Procedure Title: Student Death

I. **Purpose**

To provide support to student next-of-kin and NVC administration in the event of student death.

II. **Procedure Statement**

NVC Counseling Services will strive to serve as a point-of-contact and liaison for the next-of-kin of the deceased student in order to assist resolving and finalizing any remaining business and student records with the college.

***Step 1: Collect Information on Student Death***

Upon receiving notice of a student death, counselors will attempt to collect additional information. Counselors may consult with next-of-kin, other family or emergency contacts, faculty members, classmates, or utilize other media outlets or sources of information (such as online obituaries).

***Step 2: Compile Information and Notify Relevant Campus Administration and Departments***

Counselors will compile relevant information and notify appropriate NVC administration and relevant departments (for ex., Vice President of Student Success, Public Relations, Enrollment Management, Business Office, Financial Aid, etc.) to assist in resolving the student records and business with the college.

***Step 3: Campus Grief Response and Outreach***

If the death occurs during the semester, Counseling Services will provide consultation and offer the student's instructors the option of grief crisis response and outreach to the campus community on a case-by-case basis. If notice is received that the death occurred between semesters or over academic calendar breaks, or if the death was not recent, Counseling Services will determine the appropriate grief response and outreach to the campus community on a case-by-case basis.

***Step 5: Documentation***

Counseling Services may use the Maxient case management system or other means of documentation to keep record of interaction with the student's next-of-kin, as well as document communications with NVC administration or other departments.

Contact for Interpretation: Dean of Student Success

Relevant Board Policy:  
Relevant SACSCOC Principle: CS 3.3.1.3

Last Updated: September 22, 2016

Approved: \_\_\_\_\_  
Vice President for Student Success