



NORTHWEST
MISSOURI STATE UNIVERSITY

DECEASED STUDENT PROCEDURES

Policy Name:	Deceased Student Procedures
Effective Date:	November 15, 2017
Responsible Office:	Student Affairs
Category:	Enrollment & Academics

I. Purpose

Purpose: The procedures in this policy outline the non-emergency communication and actions taken by the University after a death has been confirmed. Please see <https://www.nwmissouri.edu/police/PDF/2017EOP.pdf> for immediate communications and emergency operations procedures related to the death of a student.

II. Policy

The following guidelines will be followed in the event of the death of a Northwest student:

1. The Vice President for Student Affairs will be notified of the deceased as soon as possible.
2. The vice President for Student Affairs (or designee) will notify the University Relations office and the President's office of the deceased.
3. The Vice President for Student Affairs (or designee) will prepare a memo requesting that the student's file be closed. It will be sent to the following areas: Data Processing Center, Registrar's Office, Treasurer's Office, Financial Assistance Office, Enrollment Management, Perkins Loan Office, Graduate Office, Alumni and Development, Owens Library, Admissions Office, Career Services, Dean of Students, Student Employment Office, Student Activities, Advisement Office, Student Senate, Residential Life, Health Services, Counseling Services, Auxiliary Services, and Textbook Services. In the event the deceased is an international student, the Director of Intercultural/International Center will also be notified.
4. Based on receipt of the memo from the VP of Student Affairs, the Registrar and the Advisement Office will consult to determine whether the Registrar will cancel enrollment (if classes have not started yet), or the Advisement Office will initiate a withdrawal (if the term has begun).

5. As soon as possible, the Vice President for Student Affairs (or designee) will notify the following of the student death:
 - a. Residence Life staff (if in session and the student currently lived on campus or did recently)
 - b. University Counseling Services staff
 - c. Current advisor of the student
 - d. Current faculty members of the student (if classes are in session)
 - e. Current campus employer of the student
 - f. Specific organizations or groups that the student is a member
 - g. Student Employment Office
6. If the deceased student lived in the residence halls:
 - a. All building residents will be notified by Residence Life staff (when classes are in session)
 - b. The student's roommate will be notified in person (when classes are in session)
 - c. Information about memorial services will be made available at the hall front desk (when classes are in session)
7. With the approval of the deceased student's family and after funeral arrangements have been publicized, the Vice President for Student Affairs will send a notification to the campus community about the student's death along with funeral information.
8. The Vice President for Student Affairs (or designee) will arrange for flowers to be sent via the President's Office.
9. The Vice President for Student Affairs, or other designated University official, will represent the University at the funeral if at all possible.
10. The Vice President for Student Affairs will contact the Student Senate to arrange for a bell ringing ceremony.
11. Student Senate will communicate details of the bell ringing ceremony to Student Affairs, Auxiliary Services and University Relations.
12. A student in good standing who dies while enrolled at Northwest Missouri State University will be considered eligible for receiving a degree posthumously if s/he has senior status and is enrolled. A student in good standing who dies before s/he reaches senior status may be designated as an honorary alumnus.

Procedure for Awarding Posthumous Degree:

The Vice President of Student Affairs will notify the Department Chair of the student's major that a student has died and qualifies for a posthumous degree. The Department Chair will notify the Provost of the faculty recommendation for a student to receive a posthumous degree. The Provost will then make a recommendation to the President of the University regarding the degree. Upon confirmation by the President, the President will notify the student's family. An invitation will be extended to the family to accept the posthumous degree on behalf of the student at the next scheduled commencement. The Board of Regents will confer the degree prior to the scheduled commencement. The posthumous nature of the award will be indicated on the diploma, the transcript, and the commencement program. (Revised 12-17-10)