

STUDENT DEATH RESPONSE AND REPORTING POLICY (SEPT.1, 2014)

PURPOSE

The death of a Schreiner University student is a tragic event for the family and friends of the deceased as well as a special loss for the general Schreiner Community. When the death of a Schreiner student occurs, whether on or off campus, it is incumbent upon Schreiner officials and administrative offices to provide timely, caring, and professional assistance to the family and/or survivors of the deceased and provide support for those grieving in the Schreiner Community.

A student death may require a range of actions from a variety of responders including: Schreiner Dean of Students Office, Campus Security Department, Campus Minister, medical professionals, Residential Life and Housing staff, and other pertinent Schreiner officials and/or administrative offices. The specific types of actions provided by these responders will depend on whether the student death was the result of accident, natural causes, a suspected suicide, a suspected homicide, or another type of emergency situation. Therefore, the purpose of this policy is to set forth the notifications that should occur immediately following the discovery of a student death, identify the general type of responses expected, but not prescribe the specific actions of those responding to the death.

SCOPE

This policy is a University policy that applies to all administrators, faculty, staff, and students. The Dean of Students will be responsible for the oversight of this policy.

POLICY

The purpose of this policy is to establish a framework which: supports a humane and caring response, identifies a procedure which will ensure that proper notifications are made to the appropriate University administrative offices, and establishes Dean of Students Office as the administrative office responsible for coordinating the University response and support in the case of a student death.

Definitions:

- A. **Schreiner Student**: For the purpose of this procedure, a Schreiner student is defined as an individual who is currently enrolled at Schreiner, an individual who has pre-enrolled for classes for any future academic term if their death has been reported during the non-class periods between terms, or an individual who has completed the immediately preceding academic term and is eligible for re-enrollment.
- B. **On Campus Student Death**: The death of a Schreiner student shall be regarded as having occurred on campus if the death takes place on property owned, leased, or maintained by the University or if the death takes place when the student is participating in official University function.

- C. Student Death Response Coordinator: The Dean of Students or designee serves as the Schreiner Student Death Response Coordinator (SDRC) and is responsible for notifying pertinent Schreiner officials and administrative offices and coordinating other Schreiner actions in response to a student death.

Procedures:

- A. On Campus Student Death: When an emergency occurs on the Schreiner Campus, the Campus Security Department should be contacted immediately to respond to the situation. If a student death is discovered as a result of the Security Department response, a representative of Security Department should notify the Dean of Students of the student death as soon as is practical. If the Dean of Students is not available, notification should be made to the Assistant Dean of Students next, and then to the Office of the Provost if the Assistant Dean of Students is unavailable.
- B. Off Campus Student Death: When it is discovered that a student death has occurred off campus, the Dean of Students should be contacted to coordinate the institutional response. If the Dean of Students is not available, notification should be made to the Assistant Dean of Students next, and then to the Office of the Provost if the Assistant Dean of Students is unavailable. Information regarding a student death may be reported by Schreiner faculty or staff members and by family and/or friends of the deceased student.
- C. Notifications and Initial Actions: Upon receiving notification of a student death, the following notifications and actions will be initiated as appropriate to the circumstances of the situation:
1. Dean of Students Office/Student Death Response Coordinator (SDRC):
 - a. Verifies that the individual reported as deceased was a Schreiner student and collects other pertinent enrollment information.
 - b. Collects available emergency contact information.
 - c. Confirms the reliability of the report that a student has died.
 - d. Notifies the Office of the Provost.
 - e. Notifies the Director of Counseling.
 - f. Notifies the Registrar, who in turn notifies academic departments and faculty members for classes of the deceased.
 - g. Notifies the Director of Media Relations.
 - h. Notifies the Director of the Office of Student Financial Services and Financial Aid.
 - i. Secures written verification of the student death and confirms the student death with the appropriate administrative offices and departments.
 - j. Coordinates other expressions of sympathy such as sending letters or cards and attendance at funerals and memorials.

- k. Initiates contact with any student (and their family) who has the same name as the deceased student to assuage any concerns over confusion from public reports.
 - 2. Schreiner Campus Security Department (Student death on campus)
 - a. confirms the student death and coordinates the notification of the next of kin (In conjunction with the Kerr County Medical Examiner or area hospital)
 - b. Secures the on-campus location as a possible crime scene as appropriate.
 - c. Notifies the Dean of Students or notifies the Assistant Dean of Students if the Dean is not available.
 - d. Coordinates any police investigation as appropriate with pertinent law enforcement entities.
 - 3. Office of Residential Life and Housing (Student death in housing)
 - a. Notifies the Campus Security Department immediately.
 - b. Notifies the Dean of Students or notifies the Assistant Dean of Students if the Dean is not available.
 - c. Secures the deceased student's room and personal effects.
 - d. Consults with the deceased student's roommate (if applicable) and provides Housing and Residential Life services as appropriate.
 - e. Consults with the Director of Counseling to provide counseling services to roommates and to the housing community as appropriate.
 - f. Facilitates the transfer to the deceased student's personal effects.
 - 4. Counseling Office
 - a. Contact the roommate or members of the student organization in which the deceased student was a member upon receipt of information about the death of a student and provide grief counseling.
 - b. Provide grief counseling Upon request made by a faculty in classes attended by the deceased student.
- D. Follow-up Actions: Upon verification of a student death, the Dean of Students Office SDRC will coordinate institutional follow-up actions as needed. These actions may include, but are not limited to:
- 1. Coordinate with the Office of the President, and the Provost to send letters of condolence on behalf of Schreiner to the next of kin or other appropriate persons.
 - 2. Notify appropriate college and enrollment service units of verification of the student death.
 - 3. Interface with the family of the deceased to coordinate University services and resolve administrative details as needed.

4. Notify the Campus Minister of the student death in order to provide religious support and memorial services.
5. Coordinate with the Physical Plant Department to facilitate the lowering of the Schreiner flag. (After three days the flag will be presented to the family with a letter from the Dean of Students Office)
6. Coordinate Schreiner representation at and/or send flowers to the deceased student's funeral or memorial service as appropriate.

Posthumous Degree:

- A. Schreiner University may confer posthumous baccalaureate and graduate degrees upon students who have successfully completed a substantial portion of their academic program.
- B. This policy pertains to students who are deceased prior to but nearing completion of all the degree requirements of the program being pursued.
- C. Definition: Nearing completion is defined as being in good academic standing and all the requirements for the degree were likely to have been completed during the academic year in which the death occurred.
- D. Procedures and Responsibilities.
 1. The Dean of Students Office, upon learning of the death of a Schreiner student, shall ascertain the relative academic standing of the student as specified in the application of policy above.
 2. If the deceased student is determined to be eligible as a candidate for posthumous award of a degree, the Dean of Students Office will notify the Provost. The Provost will certify, by confirming with the appropriate faculty, Department Chair and Dean, that the student's overall record merits consideration for a posthumous award and then forward a recommendation to award the degree to the President.
 3. Upon approval by the President, the family of the deceased will be notified and, based upon the family's wishes, the degree will be conferred at the next regularly scheduled commencement.
 4. The posthumous nature of the award will be indicated on the diploma, the student's permanent record and, if time allows, in the commencement program.

Posthumous Certificate of Attendance:

A. Schreiner University may award a certificate of attendance to any student who is deemed ineligible for a posthumous degree.

B. Procedures and Responsibilities.

1. The Dean of Students Office, upon learning of the death of a Schreiner student, shall ascertain the relative academic standing of the student as specified in the policy above.
2. If the deceased student is determined to be ineligible as a candidate for posthumous award of a degree, the Dean of Students Office will notify the Registrar. The Registrar will certify enrolment and then forward a recommendation to award the certificate to the Provost and President

Administrative Oversight: Dean of Students

Responsible for Implementation: Dean of Students

* This policy was adapted from and modified with permission from the University of Houston and The University of North Texas