

Piedmont Virginia Community

Section: I – Instruction & Student Services Policy

I – 201.0 Death of a Student Policy

Policy #:	I - 201.0
Effective:	June 1, 2021
Revised:	--
Responsible Dept:	Office of the VP for Instruction & Student Services

1. Purpose

When the death of a currently enrolled student occurs, the College will respond in a sensitive yet appropriate manner. The death of a currently enrolled student may affect the entire College community as well as the family and friends of the deceased.

The purpose of this policy is to establish procedures for a caring response to the death of a currently enrolled student.

2. Policy Statement

- A. When a College employee is notified or learns about the death of a currently enrolled student, this information will be provided to the Dean of Student Services.
- B. The Dean of Student Services will verify the information and, with the approval of the deceased's family, notify by email the college community, including students. In the notification, every effort will be made to include the deceased's major, their interests, a picture, and any information about an obituary and/or details about a memorial or funeral.
- C. PVCC will send a formal letter of condolence from the President to the family.