Winona State University

Student Death Protocol

1. PURPOSE: To provide a protocol in the event of the death of a Winona State University (WSU) student.

2. PROCEDURE:

A. Employees/students having information regarding the death of a student should notify the Vice President for Student Life and Development (VPSLD) as soon as practical.

B. The VPSLD, or his/her designee, shall collect pertinent data on the student, including, but not limited to:
   1. WSU Warrior ID Number
   2. Current semester schedule and professors
   3. Family’s name, address and telephone number

C. This information shall be disseminated to the following individuals as is appropriate and necessary to carry out their respective roles:
   1. President
   2. Council of Administrators
   3. Advisor
   4. Current instructors
   5. Department Chair
   6. Counseling Center
   7. Housing Office
   8. Registrar’s Office
   9. Student Senate President

D. The VPSLD, or his/her designee, shall communicate with the family and inform them of University services that may be available to them.

AUTHENTICATED BY:

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President

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