

**Sussex County Community College**  
**Policy No.: 500.3**  
**Area: Student Services**  
**Adopted: November 26, 2019**

**500.3 In the Event of a Death of a Student**

---

**PURPOSE OF THE POLICY**

In order to respect and honor the academic efforts of students who pass away, Sussex County Community College wishes to formalize the steps taken to notify the College community of the death.

**GENERAL STATEMENT OF POLICY REGARDING THE DEATH OF A STUDENT**

College personnel, upon learning of the death of a student should notify the Vice President of Student Services or the Registrar with whatever information is available about the student's passing. This will initiate a set of procedural steps involving the Registrar's Office, the Advising & Counseling Office, and the Office of the Vice President of Student Services.