

Procedure Title: Notification of the Death of a Student
Procedure Number: 07-2004-0007
Board Policy Reference: IV.A. General Executive Direction

Accountable Administrator: VP Student Affairs
Position responsible for updating: Director Enrollment Services/Registrar
Original Date: May 25, 2004
Date Approved by Cabinet: 05-12-15
Authorizing Signature: *Signed original on file*
Date Posted on Web: 05-18-15
Revised: 05-12-15
Reviewed: 05-15

Purpose/Principle/Definitions:

Provides direction to the College for a compassionate response and the effective management of student enrollment, financials, and other educational records in the event of the death of a student.

Guidelines:

Notifications of a student death will be forwarded to the Director of Enrollment Services, Registrar.

- 1) If the deceased student is currently enrolled, the Registrar will:
 - a. Verify the student's death by way of obituary, copy of funeral or memorial program, or death certificate
 - b. Send notice of the student's death to the President, Vice President of Student Affairs, and Vice President of Public Relations
 - i. The President, Vice President of Student Affairs, and Vice President of Public Relations will determine the appropriate response to the student's family members and if there is a need for college wide notification of the student's death.
 - c. Facilitate the process for closing the student's educational record at the college.
 - i. Notify the deceased student's instructors, Faculty Advisor, and Success Coach
 - ii. Withdraw the student from all currently enrolled courses and place a status of "Deceased" on the student's file
 - iii. Work with the Financial Aid and Business Services offices for the appropriate closing out of the deceased students accounts as necessary
 - d. Determine if the student has completed the work necessary to graduate from the college. If so, the transcript will be completed with grade and graduation information added the same as for any other student.
 - i. The President or her/his designee will determine the appropriate method of delivering the diploma to the deceased student's spouse, parent, or official representative.
 - e. Provide information related to the deceased student's educational record, including financials to spouse, parent, or official representative of the student

upon their request and in accordance with the Family Educational Rights and Privacy Act (FERPA).

- 2) The Vice President of Public Relations, or her/his designee, will work with the media, and any other parties interested in information on the deceased student.

A deceased student who did not complete all requirements for his/her degree at the time of death may be awarded a degree posthumously at the discretion of the President if requested by the student's family. In addition to the above guidelines, the following conditions apply to the posthumously awarding of a degree to a deceased student:

Conditions:

1. The student was within 20 credits of completing all graduation requirements for his/her degree at the time of death.
2. The college President approves the awarding of the degree upon recommendation of the Registrar after ascertaining that all conditions have been met.
3. The notation of "posthumously awarded" will be reflected on the deceased student's diploma with the date of award.