

TBD

Deceased Student Process

Notice of a student's death should be directed centrally to either the Dean, or one of the Associate Deans of Academic Foundations and Connections. **If a student is found dead at a CCC campus location, notify Campus Safety or call 911 before notifying an associate dean.**

Upon receipt of notification, the associate dean will research the student's current standing with the College and notify via email, the appropriate college officials.

Current Students:

- Counseling department chair
 - Notify Emergency Response Team to determine appropriate response in support of students and staff
- Current term instructors
 - Work with department chair and/or dean to determine appropriate grade for courses in progress
- Public Information Officer (PIO)
 - Determine level of response and work with associate dean regarding messaging. For consideration: Executive Team (President, Vice-Presidents, Dean of Human Resources, Associate Vice-President of College Relations and Marketing), Leadership Cabinet (Deans, Associate Deans for both Instruction and Student Services and College Services), campus-wide email or portal notification and the media
- Registrar/Enrollment Services Operations Manager
 - Proceed with updating all systems according to Enrollment Services procedures (student will no longer receive mail, phone calls, etc.)
 - Assist the associate dean with reconciling student's account: outstanding debt, in progress grades, holds on accounts, financial aid loans, Veterans status, etc.

The dean, associate dean (or designee) or PIO will be the primary contact between the College and the next of kin to assist with communication, account resolution, and wishes of the family. For consideration (as appropriate):

- Posthumous degree
- If and what, information will be released to third parties
- Memorial service arrangements/communication
- Determine whether the student had any belongings on campus
- Financial aid and discharge of student loans (Financial Aid and Scholarships)
- Existing balance (Accounts Receivable)
- Collect and return any personal items
- Return any library books or other items the student may have borrowed
- Notify Cooperative Work Experience coordinator to communicate with the employer
- Notify site supervisors if student was Federal Work Study, peer assistant, etc.
- Associated Student Government regarding any College activities honoring student

- Arrange for flowers and a card of condolences be sent to the family on behalf of the College (perhaps signed by executive team)
- Notification to the Executive team of student's death

Former Students:

- Counseling department chair
 - Notify Emergency Response Team to determine appropriate response in support of students and staff (dependent on how recently the student attended CCC).
- Public Information Officer (PIO)
 - Determine level of response and work with associate dean regarding messaging. For consideration: Executive Team (President, Vice-Presidents, Dean of Human Resources, Associate Vice-President of College Relations and Marketing), Leadership Cabinet (Deans, Associate Deans for both Instruction and Student Services and College Services), campus-wide email or portal notification and the media
- Registrar/Enrollment Services Operations Manager
 - Proceed with updating all systems according to Enrollment Services procedures (student will no longer receive mail, phone calls, etc.)
 - Assist the associate dean with reconciling student's account: outstanding debt, in progress grades, holds on accounts, financial aid loans, Veterans status, etc.

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END OF PROCESS