

**POLICY**

The College shall appropriately acknowledge and memorialize the occasion when a current student dies.

When a representative of the College is informed of the death of a student, the Office of the Vice President of Student Affairs shall be notified to begin a coordinated College response as defined in the procedure to this policy.

Further information concerning refunds due to the death of a student can be found under the Students Withdrawal Refund Policy #5144.

ADOPTED: May 30, 2019

## **PROCEDURE**

Upon notification of a student's death, the Office of the Vice President of Student Affairs will verify the student death and coordinate the following procedures.

The Office of the Vice President of Student Affairs will notify the Registrar, Financial Aid, College Relations, the HUB, and the President's Office. Each department notified will take the following actions:

### 1. Registrar

- a. Verifies student's current enrollment status and codes student as "deceased."
- b. Withdraws student from all registered classes.
- c. Notifies the Vice President of Academic Affairs who will then notify the deceased student's faculty.
- d. Notifies the IT Help Desk to disable student account.
- e. Notifies the Counseling Department.

### 2. Counseling Department

- a. Arranges with College Relations to distribute an announcement about student death and the support services available to students and employees.
- b. Meets with students in the classes in which the deceased student was enrolled.

### 3. Financial Aid

- a. Coordinates the suspension of future disbursement of financial aid.
- b. Coordinates and calculates the return of financial aid funds to their appropriate sources.
- c. Coordinates the suspension of future financial aid communication, including current and future years.
- d. If the student incurred student loan debt, the Financial Aid Director will inform the family member and/or next of kin of the type and amount of loan(s); name and contact information of the loan holder; and procedure to discharge the loan debt due to the death of the borrower.
- e. Notifies the Cashier.
- f. If the deceased student was a student worker, notifies supervisor.

### 4. Cashier

- a. Waives outstanding tuition and fees.
- b. Creates a refund check, if applicable, (see policy #5144). This check will be forwarded to the Vice President of Student Affairs who will then mail the check, with an administrative letter of condolence, to the deceased student's estate.

5. The Hub

- a. Removes deceased student's name from all call lists and mailing databases.
- b. Contacts the Bookstore to remove book rental fees.
- c. Contacts the Library to waive overdue fees and/or books that are due.
- d. Contacts Security to remove any holds for parking tickets.
- e. Contacts Athletics to remove any equipment and/or uniform return holds.
- f. Contacts Student Life to remove any holds for emergency loans.

6. President's Office

Sends a letter of condolence to the family of the deceased student.

ADOPTED: May 30, 2019  
Revised: August 22, 2019  
Revised: April 7, 2020