

TITLE: RESPONSE TO DEATH OF A STUDENT

Purpose: This procedure is to guide a coordinated and sensitive response should a community member die while enrolled at the college. This rule applies to credit students due to the need to coordinate various administrative functions affecting the student's education record and financial situation.

In the event of the death of a student, the Vice President of Student Services should be notified immediately. The Vice President of Student Services or his/her designee will notify and coordinate with the following areas:

A. Vice-President of Student Services Office.

1. Refer all media inquiries to the College Advancement Office.
2. Coordinate with the Library and the department of deceased student's major to identify a book to be purchase by the Library as a memorial.
3. Vice President of Student Services will check with campus areas, i.e. Disability Services, Learning Center, Media, Library, etc., to determine if there are materials or equipment checked out and makes arrangements for return of the equipment.
4. Vice-President of Student Services will check with various areas on campus that may have student lockers to determine if the deceased student has belongs and make arrangements for their return.
5. Vice President of Student Services will write a letter of condolence to the family. The letter will include:
 - a. notation that the appropriate campus offices and the student's instructors have been contacted;
 - b. refund and payroll checks (if applicable);
 - c. notation that the Bookstore manager may be contacted for textbook refund options;
 - d. information stating that the student has been dropped from his/her classes;
 - e. information that a book has been purchased for the Library in the student's name (if a matriculated student); and
 - f. statement that the Vice President of Student Services will be the campus contact person.

B. Campus Security & Office

1. If death has occurred off campus, Campus Security will assist all other involved departments with the coordination of information.

TITLE: RESPONSE TO DEATH OF A STUDENT

2. If death has occurred in college facilities, the Campus Security Office/designee will follow appropriate college emergency procedures.

C. President or Designee

1. Determine appropriate action and response if circumstances do not conform to this rule.
2. Determine and facilitate appropriate media action.

D. Registrar's Office

1. Review the student's class schedule and forward it to the Counseling Department and the Vice President of Student Services or designee with information about the incident. Verify whether the student is an ALO, College Now or Degree Partnership student. Inform the ALO or College Now coordinator, or Oregon State University's Registrar when appropriate.
2. Initiate a refund if death occurs at any point between the time s/he registers for classes and the last day of the term.
3. Make appropriate record changes.
4. Determine if the student meets criteria to be awarded a posthumous degree or certificate.
5. Update SEVIS records for F or J student.

E. Counseling Department

1. Immediately determine if the student has a child in the Periwinkle Child Development Center and, if so, notify the PCDC staff.
2. Contact relatives on campus and give them the information appropriately.
3. Notify the student's instructors and work-student supervisor and offer assistance if appropriate.
4. Provide accurate information to students and staff as appropriate on the main campus and at the Extended Learning Centers.

TITLE: RESPONSE TO DEATH OF A STUDENT

5. Be prepared to respond to distraught students.
6. Provide support for staff directly affected by the traumatic situation.
7. Provide those in need with the appropriate community resources information.

F. Business Office

1. If a refund is owed, the Business Office will immediately issue a check to be included with a letter of condolences from the Vice President of Student Services.
2. Back out all fees or fines, i.e., library fines, parking fines, locker fees, etc., from the student's account and notify the departments.

G. Human Resources/Payroll

1. Determine if the student is owed any money to campus employment. If so, a check will immediately be issued to be included with a letter of condolence from the Vice President of Student Services.

H. Financial Aid Office

1. Send letter to next-of-kin to explain the forgiveness policy regarding student's loans. All financial aid resources are back out of the information system.

Before implementing the procedures described in this rule, LBCC will verify the death of the individual to the best of its ability. LBCC may request documents verifying the death and identify of the individual. A death certificate, published obituary, or verification via the Social Security Administration are acceptable for verification.

FERPA's protection of personally identifiable information in a student's education records end at the time of death. Access to records held by LBCC for a deceased student is therefore a matter of institutional policy. LBCC will exercise its own discretion in deciding whether, and under what conditions, information should be disclosed to survivors or third parties.

PROCEDURE ADOPTED: 09/01/2010