

**ROGUE COMMUNITY COLLEGE
GENERAL INFORMATION AND
ADMINISTRATIVE PROCEDURES**

Procedure: DECEASED STUDENT (AP-065)

Contact: Enrollment Services; Ext. 7176

This process is in place to respond to the death of an enrolled or former student, so that all situations are handled in a compassionate and equitable manner. For this procedure, the director, Enrollment Services, will be the primary contact or coordinating person.

- RCC is notified of the death of a student. Notification can be from a newspaper article, obituary, from a family member or family representative, police report, etc. If a friend or family member makes notification that person should be referred to the director, Enrollment Services to establish a primary point of contact. If notified in person, the director should ask what the family is willing to share about the death, and use judgment on what information will be shared with the campus community. Additionally, the director will summarize how the school will respond, that he/she will be the primary contact person if the family has any questions, and ask who the school may contact if the school has questions about the student's account. If possible, the director will confirm the death without causing undue distress to the family; the college will not require a death certificate.
- The director, Enrollment Services will contact Financial Aid, Counseling, Cashier, Business Services, instructors, Human Resources, Office of Student Life, Instructional Services Office, Business and Community Services Office, President's Office and any campus organization with which the student was involved. When contacting these groups, the director will use discretion as to what information can be released about the student and his/her death.
- Enrollment Services will flag the deceased box in Student Services and scan the article that serves as notification of death. The deceased flag will suppress mailings (bills, retention letters, notification of drop) to the deceased student.

If the student dies at any point between the times s/he registers for classes and the last day of the term, the student's registration is backed out of the system (either dropped or withdrawn) and a full tuition refund is granted when appropriate. All fees for fines (parking, library, late payment, etc.) are backed out of the student's account

- Any pending *Incomplete* grades on the student's transcript will be changed to withdraw.
- If a refund is owed, the Business and Financial Services Office issues a check to be included with the director's letter of condolence.
- Enrollment Services will do an evaluation for degree- or certificate-seeking students. If the student has completed 50% or more of the requirements needed for his/her degree or certificate, Enrollment Services will award an honorary posthumous degree or certificate.

- Student Employment Services will determine if the student is owed any money due to campus employment. If so, a check is immediately issued and forwarded to the director's office to be included with his/her letter.
- Human Resources will determine if the student is an employee receiving RCC benefits via health insurance, life insurance, etc. If so, Human Resources will contact the next of kin to discuss the appropriate information.
- Financial Aid will contact the next of kin to explain the forgiveness policy regarding student loans (if applicable).
- The Foundation Office will be notified if the student is a scholarship recipient. Future awards may be reallocated.
- The director, Enrollment Services will write a letter of condolence to the family. This letter will include: notation that the appropriate campus offices and instructors have been contacted; tuition refund, payroll check (if applicable); information stating the student has been dropped from his/her classes; degree/certificate (if applicable); statement that the director will be the deceased student's family's campus contact person.