

Crafton Hills College Response to Student Death

Student's Name and SID: _____

| Action | Notes | Completion Date |
|---|-------|-----------------|
| <p>Initial Notification: The individual receiving notification of the death of a student should immediately notify the Vice President of Student Services (VPSS). The VPSS will immediately notify the President, Vice Presidents of Administrative Services and Instruction (VPA and VPI), and the Director of Marketing and Public Information. The VPSS will coordinate with the Director of Marketing and Public Information on the release of any information.</p> <p>The following information is helpful to properly identify the student and to ensure the correct information is disseminated:</p> <ul style="list-style-type: none"> • Student's full name • Student identification number • Name and address of parents or spouse • Date and cause of death • Major, Campus Employment Status, or Organizations • Enrollment Status • Address of Student | | |
| <p>Notification of Staff and Faculty: VPSS or VPI notifies faculty and staff. Instructors in whose classes the deceased was enrolled will receive a personal phone call or email from the VPSS or VPI.</p> | | |
| <p>Notification of Students: The VPSS notifies either selected students or all students, on a case-by-case basis.</p> | | |
| <p>Admissions and Records: Notation is made on the student's record indicating the student is deceased. The record is sealed by the Dean of Student Services/Student Support or the Coordinator of Admissions and Records and no longer accessible through Datatel/Ellucian.</p> | | |
| <p>Bursar's Office. Billing will immediately stop. All refund policies will be followed, and any refund due the student will be processed to the student's estate.</p> | | |
| <p>Scholarships: The VPSS will verify any scholarship received by the student and notify the Foundation or donor of the student's death.</p> | | |
| <p>Financial Aid: The Financial Aid Office will verify any aid received and notify the appropriate agencies of the student's death.</p> | | |
| <p>Counseling Center/Mental Health Services: Emergency services will be made available to students, faculty, and staff impacted by the student's death.</p> | | |
| <p>Student Employment: The VPSS will verify student's employment and notify the campus employer directly, if s/he has not yet been notified.</p> | | |
| <p>Payroll. The VPSS will contact the Payroll department regarding disbursement of the final payment(s), if employed.</p> | | |

| | | |
|---|--|--|
| <p>Resource Development: The student's name is removed from any alumni mailing lists.</p> | | |
| <p>Condolence to the Family: The President will send a letter of condolence on behalf of the college community. A letter of condolence will be sent by the Vice President of Student Services and will outline the official procedures taken by the college to close the student's accounts and other services and support offered by the college. When possible, a college representative will attend funeral services. The attendance will be coordinated by the Vice President of Student Services.</p> | | |
| <p>Request for Posthumous Degree: The Dean, Vice President of Instruction, or family member may request that the degree is awarded posthumously. Admissions and Records will coordinate with the Director of Student Life to ensure notifications are made to the family and appropriate information is included in the Commencement program.</p> | | |
| <p>Scholarships. Individuals wishing to fund a scholarship in memory of the student will contact the Director of Resource Development to discuss selection criteria and funding amount.</p> | | |
| <p>Memorial gatherings, recognition at college events. The deceased may be remembered at a specially coordinated event, at commencement (if graduating), Scholars Convocation (if a scholarship winner) or other campus events.</p> | | |
| <p>Announcement of funeral, memorial service, celebration of life, etc. The President or designee will announce the final arrangements to the campus via email.</p> | | |
| <p>Representation at the funeral, memorial service, celebration of life, etc. At least one representative from the college, appointed by the President or designee, will attend the final services. Other staff may attend as desired.</p> | | |