

# ADMINISTRATIVE PROCEDURE

## Southwestern Oregon Community College

AP 5970

### Student Death

It is the policy of Southwestern Oregon Community College District that in the event a currently enrolled student dies, the proper notification channels must be followed in order to respect the student's next of kin and to ensure that all of the appropriate campus departments have been notified. This procedure describes those notification channels, and specific actions to be taken.

All student death notifications must be forwarded to the Registrar before any action may be taken. It is the Registrar's responsibility to ensure all steps in the process have been completed.

- The Registrar will:
  - Verify student death via student's family, obituary, or newspaper report;
  - Send out email to notify the President and Vice Presidents;
  - Send email instructions to Financial Aid, Business Office, Housing (if applicable), Institutional Researcher, Director of Integrated Technology Services, and Dean of Resource Development;
  - Research student's academic and financial standing with institution;
  - Drop all current courses;
  - Complete the Deceased Student Process in Jenzabar (paying close attention to "stop all contact" process);
  - Award an honorary degree when student is within 24 credits from graduation earning a degree.
- The Financial Aid Director will:
  - Remove all aid scheduled to disburse.
- The Business Office will:
  - Remove all charges owed (including tuition, housing, and fees);
  - Send verification that the student's account has a zero balance.
- Housing will:
  - Drop student from room assignment;
  - Coordinate collecting student's belongings.
- Institutional Researcher will:
  - Update proper state and federal reporting.
- Director of Integrated Technology Services will:
  - Remove all student access.
- Dean of Resource Development will:
  - Work with the President to draft a statement and letter to the next of kin expressing our condolences (honorary degree will accompany when applicable);
  - Include verification of zero balance and a note letting next of kin know to contact student loan lender.
- Vice President for Student Services will:
  - Contact the counseling office and coordinate student outreach as needed.

*Southwestern Oregon Community College does not discriminate on the basis of race, color, gender, sexual orientation, marital status, religion, national origin, age, disability status, gender identity, or protected veterans in employment, education, or activities as set forth in compliance with federal and state statutes and regulations.*

## **Release of Information**

Per Family Educational Rights and Privacy Act (FERPA) regulations:

Under common law regarding privacy rights, the privacy interests of an individual expire with that individual's death. Accordingly, the disposition of records held by an institution and pertaining to a deceased individual is not a FERPA issue, but a matter of institutional policy. Because FERPA would no longer apply, the institution may exercise its own discretion in deciding whether, and under what conditions, information should be disclosed to survivors or other third parties.

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