

ARC 401-P

Deceased Student Process

If you learn of the death of a person that you believe is or was a student at Clackamas Community College, please notify the Associate Dean of Enrollment and Student Services, Jennifer Anderson, at Jennifer.anderson@clackamas.edu.

Upon notification, the Associate Dean of Enrollment and Student Services (or designee) will research the student’s current or former standing with the College and will take steps as identified below.

Notification process for current CCC student

<p>Step 1</p>	<p>Associate Dean of Enrollment and Student Services will notify the following groups/individuals (within 24 hours):</p>	<ul style="list-style-type: none"> • Care Team • Chair of the Counseling Department <ul style="list-style-type: none"> ○ Counseling chair will engage ETRT if appropriate • Dean of Academic Foundations and Connections <ul style="list-style-type: none"> ○ Dean will notify other Division Deans as appropriate. ○ Division Deans will notify current instructors • Public Information Officer (PIO) <ul style="list-style-type: none"> ○ PIO will notify the Executive Team • Registrar <ul style="list-style-type: none"> ○ Registrar will work with instructors to finalize grades and update Colleague with updated status (student will no longer receive mail, phone calls, etc.)
<p>Step 2</p>	<p>Associate Dean of Enrollment and Student Services or designee will connect with next of kin (within 72 hours):</p>	<p>Associate Dean (or designee) will be the primary contact between the College and the next of kin to assist with communication, account resolution, and wishes of the family. For consideration (as appropriate):</p> <p>Communications:</p> <ul style="list-style-type: none"> ○ Memorial service arrangements/communication ○ Media release: non-directory information will not be shared to a third party without explicit consent of the next of kin. ○ If and what, information will be released to third parties ○ Arrange for flowers and a card of condolences be sent to the family on behalf of the College (perhaps signed by executive team) <p>Student Record</p> <ul style="list-style-type: none"> ○ Posthumous degree

		<ul style="list-style-type: none"> ○ Financial aid and discharge of student loans (financial aid and scholarships) ○ Notify site supervisors if student was Federal Work Study, peer assistant, etc. ○ Existing balance (accounts receivable) ○ Notify Cooperative Work Experience coordinator to communicate with the employer ○ Associated Student Government regarding any College activities honoring student <p>Student Belongings:</p> <ul style="list-style-type: none"> ○ Determine whether the student had any belongings on campus ○ Collect and return any personal items ○ Return any library books or other items the student may have borrowed ○ Check with Business Office to determine if equipment was checked out (student/employee)
Step 3	Dean of Academic Foundations and Connections will:	<ul style="list-style-type: none"> ● Notify specific Division Deans as appropriate ● Provide a summary to Leadership Cabinet ● Work with Counseling department to provide support to the CCC students and faculty that may be impacted. ● Work with the PIO to notify the CCC faculty/staff via email ● Work with the PIO to notify the student body or impacted students (as appropriate)
Step 4	Public Information Officer (PIO) will:	<ul style="list-style-type: none"> ● Send notifications to campus community, student body, and external community as deemed appropriate and manage any other media requests.

Notification process for former CCC student

Step 1	Associate Dean of Enrollment and Student Services will notify the following groups/individuals (within 24 hours):	<ul style="list-style-type: none"> ● Care Team ● Chair of the Counseling Department <ul style="list-style-type: none"> ○ Counseling chair will engage ETRT if appropriate ● Dean of Academic Foundations and Connections <ul style="list-style-type: none"> ○ Dean will notify other Division Deans as appropriate. ○ Division Deans will notify current instructors ● Public Information Officer (PIO) <ul style="list-style-type: none"> ○ PIO will notify the Executive Team ● Registrar <ul style="list-style-type: none"> ○ Registrar will work with instructors to finalize grades and update Colleague with updated status (student will no longer receive mail, phone calls, etc.)
Step 2	Associate Dean of Enrollment and Student Services of designee will connect with next	<p>Associate Dean (or designee) will be the primary contact between the College and the next of kin to assist with communication, account resolution, and wishes of the family. For consideration (as appropriate):</p> <p>Communications:</p>

	of kin (within 72 hours):	<ul style="list-style-type: none"> ○ Memorial service arrangements/communication ○ Media release: non-directory information will not be shared to a third party without explicit consent of the next of kin. ○ Arrange for flowers and a card of condolences be sent to the family on behalf of the College (perhaps signed by executive team) <p>Student Record</p> <ul style="list-style-type: none"> ○ Posthumous degree
Step 3	Dean of Academic Foundations and Connections will:	<ul style="list-style-type: none"> ● Notify specific Division Deans as appropriate ● Provide a summary to Leadership Cabinet ● Work with Counseling department to provide support to the CCC students and faculty that may be impacted. ● Notify the CCC faculty/staff via email ● Notify the student body or impacted students (as appropriate)
Step 4	Public Information Officer (PIO) will:	<ul style="list-style-type: none"> ● Send notifications to the student body if deemed appropriate and manage any other media requests.

Sample student email notification

CCC students,

It is with sadness and sympathy that I inform you that FIRSTNAME LAST NAME, a CCC student, died unexpectedly MONTH DAY, YEAR. Our deepest sympathy goes to NAME'S family and friends.

At times like these, we are called to come together as a community and to be supportive and caring of our fellow students, faculty and staff. It is important to know that we can count on one another.

Students are welcome to visit a quiet room in LOCATION on DATE, TIME. Please do not hesitate to use these resources. The CCC Counseling Department can be reached at 503-594-3176 or at counseling@clackamas.edu.

Once again, on behalf of the entire CCC community, I extend my heartfelt sympathy and deepest condolences to FIRSTNAME's family and friends.

Memorial services will be held MONTH DAY, TIME at LOCATION.

Sincerely,

Dean of Academic Foundations and Connections

Sample all-staff email

CCC community,

It is with sadness and sympathy that I inform you that FIRSTNAME LAST NAME, a CCC student, died unexpectedly MONTH DAY, YEAR. Our deepest sympathy goes to NAME'S family and friends.

At times like these, we are called to come together as a community and to be supportive and caring of our fellow students, faculty and staff. It is important to know that we can count on one another.

Students are welcome to visit a quiet room in LOCATION on DATE, TIME. Our Employee Assistance Program is available to all part-time and full-time staff 24 hours a day, seven days a week. This is a free, confidential service for staff. You can reach them at 1-866-750-1327. Please do not hesitate to use these resources.

The CCC Counseling Department can be reached at 503-594-3176 or at counseling@clackamas.edu.

Once again, on behalf of the entire CCC community, I extend my heartfelt sympathy and deepest condolences to FIRSTNAME's family and friends.

Memorial services will be held MONTH DAY, TIME at LOCATION.

Sincerely,

Dean of Academic Foundations and Connections

END OF PROCESS

Last Reviewed

Last Reviewed and Updated	Date: 4.16.2019
Maintained By	Associate Dean of Enrollment and Student Services