

Policy Type: Student Services  
Policy Title: Deceased Student  
Policy Number: SS-05

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**Purpose:**

Provide information and guidelines for responding to reports of a deceased student.

**Scope:**

All staff, faculty and administrators.

**Definition:**

*Deceased Student* – Notification of a deceased current or former GRCC student.

**Policy:**

Upon notification of a deceased student, Green River Community College will initiate appropriate actions to lessen the emotional impact of the situation. Primary areas include, but not limited to: Enrollment Services, Public Information Office, Counseling Office, and Assistant Dean for Student Services-Student Programs.

**Procedure:**

In order to prevent confusion, undue stress and to maintain academic integrity, it is important to verify a report of a deceased student in a caring and tactful manner.

Within 24-hours of notification and verification of a deceased student, the following actions will be taken:

Enrollment Services–

1. Notify Public Information Office.
2. Notify Counseling Office and forward a copy of current class schedule.
3. Modify transcript record to indicate deceased student.
4. Modify registration database to prevent future automatic informational mailings.
5. If applicable, process 100% refund of current quarter course(s), payable to the estate of the deceased student. Note: Coordinate with Financial Aid and Cashiers Office.

Public Information Office–

1. Send an all-campus notification as to the death of the student.
2. Respond to all media inquires related to student's death.

Counseling Services–

1. Contact the deceased student's instructors and offer to visit each class on the deceased student's registration schedule. Note: Faculty may choose to tell classmates themselves.
2. Counselor arranges a time and location for campus community to be able to meet and talk about the loss.
3. Send an all-campus notification to the above time and location, as well as any future associated gatherings.

Assistant Dean for Student Services – Student Programs

1. Serves as contact person, along with Counselor, for further memorial options as appropriate.

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**Specific Authority:**

Green River Community College Board of Trustees

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**History of Policy or Procedure**

Draft: April 5, 2005

Adopted: June 29, 2007

Revised:

Reviewed by:

Contact: Denise Bennatts, Director of Enrollment Services/Registrar, ext. 2510

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