



**NO. 5077 DEATH OF A STUDENT**

- 1.0 In the event of the death of a student, the proper notification channels must be followed to ensure that all the appropriate campus individuals have been contacted.
- 2.0 Notices of a student's death may come in the form of a phone call, e-mail, copy of an obituary, or via letter and should be directed centrally to the Office of the Vice President for Enrollment and Student Services.
- 3.0 Upon receipt of said notification, the Vice President or designated personnel shall research the student's current standing with OCCC and notify via e-mail the appropriate college offices. Formal notification, providing instructions and responsibilities necessary to discontinue activity on the student's account, will be sent to the appropriate offices, once the Vice President has received official documentation.
  - 3.1 Campus offices to be formally notified shall include, but are not limited to:
    - 3.1.1 Office of the President
    - 3.1.2 Records and Graduation Services (To drop any courses, current or future, and close student account)
    - 3.1.3 Recruitment and Admissions (To ensure removal from all mailing lists)
    - 3.1.4 Student Financial Services (To ensure removal from all mailing lists)
    - 3.1.5 Bursar (To reduce all fees to \$0.00)
    - 3.1.6 Student Life (To ensure removal from all mailing lists)
    - 3.1.7 Student Support Services (To assist with counseling services for other students)
    - 3.1.8 Academic Affairs (To assist in the notification of current faculty)
    - 3.1.9 Information and Instructional Technology Services (To delete the student email account)
    - 3.1.10 Academic Advising (To remove from student outreach and contact lists)
    - 3.1.11 OCCC Campus Police (To ensure removal from all mailing lists)
- 4.0 A letter from the Vice President for Enrollment and Student Services shall be sent to the student's family and/or identified emergency contact.
  - 4.1 An official transcript for the student will be included in the letter.
  - 4.2 The letter will advise that any fees owed by the student to OCCC have been reduced to \$0.00.
  - 4.3 An offer will be extended to buy back any textbooks purchased for the courses in which the student is currently enrolled.