

DECEASED STUDENT POLICY

Approved at 3/24/10 Shared Governance

Purpose:

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

Policy:

Upon notification of a deceased student, HCC will initiate appropriate actions to lessen the impact on the family, students, faculty and staff. Areas include, but are not limited to: Faculty, Counselors, Public Relations, Student Services, and Administration.

Procedure:

In order to ensure consistency and maintain academic integrity, it is important to verify a report of a deceased student in a thoughtful and sensitive manner. Within 24-hours of notification and verification of a deceased student, the following actions will be taken by Provost or other designated administrator:

1. Appropriate person will notify Provost and/or other appropriate administrators.
2. Notify Public Information Office.
3. Notify Counseling Office and forward a copy of current class schedule.
4. Modify transcript record to indicate deceased student. Notify Student Services, Business Office, Financial Aid, Library, etc. to modify electronic record to prevent any future mailings. Check each of the student's registration record to determine whether courses should remain on academic record or other appropriate course of action as determined within the context of the academic year.
5. If applicable, process 100% refund of current enrollment, payable to the estate of the deceased student. Arrange for refund of any fees due, in accordance with relevant College policy governing withdrawals and refunds. This should be coordinated with Financial Aid and Business Office.
6. Contact the deceased student's instructors and offer to visit each class on the deceased student's registration schedule. Counselors arrange times and location for students and/or campus community to meet and talk about the loss. If student resides in on-campus housing, counselors will arrange appropriate meetings with students, roommates, housing manager, etc.
7. Provost or Public Relations will respond to all media inquires related to student's death.
8. A personal note will be sent to student's family facilitated by the Provost and Public Information Office.
9. Send an all-campus notification as to the death of the student.

10. Posthumous degree for a deceased student should be referred to the Dean of Academics and Student Services, academic advisor, and appropriate faculty in the academic/technical department. If awarding a posthumous degree is supported, the recommendation must be forwarded to the Provost. The recommendation must indicate the rationale for awarding the degree posthumously and must have approval of the Dean in consultation with advisors and faculty and with the understanding that any remaining credits required for the degree are waived.

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

Deceased Students - Although student's rights under FERPA cease upon death, the College will not release a deceased student's records for a period of 25 hours after the date of the death unless required to do so by law or authorized to do so by (1) the executor of the deceased's estate; or (2) the deceased student's spouse, parents or children. The College may request proof of death.