

# ARC 401

## Deceased Student Policy

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### **PURPOSE**

Provide guidance in the event of the death of a CCC student.

### **SUMMARY**

In the event of a death of a previously or currently enrolled student, whether on or off-campus, this policy and accompanying procedure provide guidance to respond appropriately to the student's family, the College and the media.

This policy encompasses both the unexpected and anticipated death of a student (e.g. a student who has been diagnosed with a terminal illness while attending CCC).

Since each situation involving the death of a CCC student will vary, the process, procedure, and timeline for response will be modified as deemed appropriate.

In all cases, non-directory information will not be shared to a third party without explicit consent of the next of kin. See CCC's FERPA policy for additional clarification.

In all cases, the Dean, or one of the Associate Deans of Academic Foundations and Connections must be notified first to provide a coordinated response.

It is important to understand the impact a student's death may have on the College community and ensure notification processes, both internally and externally, are handled with care. While a difference exists between the unexpected vs. anticipated death of a student, all college members should treat each with compassion and sensitivity while maintaining the confidentiality of the students' record.

END OF POLICY

## APPROVALS

Last Reviewed	Date: 4/15/2016
Maintained By	Access, Retention, and Completion Committee (ARC)
ISP Committee – if appropriate	Date: N/A
College Council – first reading	Date: 3/18/2016
College Council – second reading	Date: 4/15/2016
President's Council – if appropriate	Date: N/A