PURPOSE

The purpose of this procedure is to establish guidelines to be followed upon notification of a student’s death.

PROCEDURE

Notification

TCL faculty or staff should immediately alert the Vice President for Student Affairs once he/she receives notice about a TCL student’s death.

Student Record Management

1. Once the Vice President for Student Affairs receives notification, that officer will alert the college community of the student’s death.

2. To ensure that the deceased student’s records are appropriately updated and full refunds issues, the Vice President for Student Affairs will inform the following
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PROCEDURE

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offices: Enrollment Services, Student Records, Financial Aid, and Admissions (for recruiting and community outreach).

3. Within 48 hours of receiving notification of the student’s death, the Director of Enrollment Management will check thoroughly with the offices of Admissions, Student Records, Financial Aid, Business Office, Intake Services, and Recruiting and Community Outreach to ensure that the deceased student has been dropped from all mailing lists for both electronic and hard copy TCL publications.

4. The Registrar will follow up two months after the notification to ensure that all of the deceased student’s records have been corrected, refunds have been issued and received by the family, and that the student is not on any current active mailing list (e.g. Continuing Education, Job Placement Services, etc.)

Expressions of Sympathy

1. The Vice President for Student Affairs, with the assistance of the Registrar, will contact the deceased student’s instructors and academic dean. A representative from the Enrollment Management team will work closely with the instructors to facilitate the appropriate notification and expressions of sympathy on behalf of the Office of the President and the TCL campus community.

2. The nature of the expressions of sympathy will vary depending on whether the student was actively enrolled or enrolled in the past, and/or in some cases, whether the student took a single course long ago or was a recent graduate. Thoughtful judgment on the part of the Vice President for Student Affairs is required.

3. The office of the Vice President for Student Affairs will draft a condolence letter to the student’s family to be sent on behalf of the TCL family.

Student Support

If the student was actively enrolled, the Vice President for Student Affairs should make thoughtful arrangements to notify other students in that class. In many cases, this might be best done in person with a visit to the class in question. The Vice President for Student Affairs, or designee, should keep in touch with the course instructor(s) for the
following three months to determine if more support is needed for the other students in the class.

Posthumous Degree Award

If the student was enrolled in the last requirements for a degree and was in good standing at the time of the death, the college will award a degree posthumously by completing the following steps:

1. The appropriate academic dean will write a letter awarding the degree and send it to the Vice President for Academic Affairs who will forward to the Office of the President for signature.

2. The Vice President for Student Affairs will notify the Admissions and Student Records offices that the deceased student is to receive the degree so that a degree is ordered and printed and sent with a letter from the President.

3. If the deceased student did not meet the above criteria, the office of Student Records will create a certificate of participation to be signed by the appropriate academic dean and sent with a letter from the President. In this case, the Office of Student Records will close the deceased student’s record, but will not certify a degree.