

Administrative Procedures	
Procedure No. 400.1A Policy No. 400	Deceased Student Notification Procedures

This procedure outlines directions to be followed in the event of a student death.

The Director of Registration is the first point of contact when an employee of Lower Columbia College becomes aware of the death of a current LCC student. Please notify the Director of Registration at the Registration Office in the Admissions Center or call (360) 442-2372. Registration requires third-party documentation prior to taking any action, e.g. a copy of a newspaper obituary, death certificate, etc.

The Director of Registration or designee is responsible for notifying the appropriate departments. A general outline is provided below.

Registration

- Obtains the documentation verifying the student’s death
- Notifies the Vice President for Student Success
- Notifies the Finance Office and provides documentation
- Notifies the Director of Financial Aid who will inform the appropriate department staff. Documentation will be copied and sent to Federal and State agencies as required.

Vice President for Student Success

- Notifies the President’s Office and Cabinet members.
- Notifies counselors and identifies a counselor who will take the lead on notifying and offering grief counseling to instructors, staff, or students as needed.
- If applicable, the VPSS notifies the Director of International Student Programs who will contact the student’s family and assist with necessary arrangements.

Effectiveness & College Relations

- Will respond to media inquiries related to the death.

The President’s Office

- May send a sympathy card to the student’s family.

Initiated by the Vice President for Student Success/December 2015

Approved by Cabinet/February 10, 2016