

3357:13-15-041 Procedures for Responding to the Death of a Member of the Campus
Community

- (A) Members, current or past, of the campus community include students, faculty, staff, and administrators.
- (B) The following procedures are designed to route necessary College responses through the appropriate areas of the College in the event of the death of a member of the campus community.
- (C) When a member of the College community learns of the death of a currently enrolled student, he/she should contact the Vice President for Academic Services (VPAS). The VPAS will:
 - (1) Confirm that the individual is a currently enrolled student by reviewing current student records.
 - (2) Confirm that, in fact, a death of a currently enrolled student has taken place. This may be accomplished through a variety of measures including contacts with law enforcement, a funeral director, or other public authority. Confirmation by contacting the family and/or friends is discouraged, and the media must never be used to confirm a death.
 - (3) Notify the President who will send an official letter of condolence to the next of kin.
 - (4) Notify the Dean of Students. The Dean of Students will:
 - (a) Notify the registrar and instruct an administrative withdrawal be executed.
 - (b) Notify financial aid.
 - (c) Notify other student services areas where the student may have been actively engaged.
 - (d) Notify the Public Affairs Office which will prepare an announcement and condolence message on behalf of the College to be distributed by campus-wide email and social media.
 - (e) Arrange for a condolence book, a simple floral tribute, and obituary to be placed in an appropriate location for the campus community to leave messages of sympathy. For students whose classes were primarily at one of our additional locations the condolence book may be placed at one of these centers. The dean of the appropriate area will collect the condolence book after one week and arrange to have it personally delivered to the student's next of kin.
 - (f) Notify the Cashier's Office, so that a tuition refund can be sent to the student's family. The processing of a tuition refund check will not apply in all cases, as the

families of some students receiving financial aid (in the form of a scholarship or a loan) may not be entitled to a refund.

- (5) Notify the appropriate academic dean as determined by the student's major. The academic dean will:
- (a) Retrieve the student's schedule.
 - (b) Notify the student's current faculty members and program director.
 - (c) Notify the campus' counselor, coordinate a counseling support schedule (as needed), and request joint notification assistance.
 - (d) Deliver the death notification to the student's classmates based upon the student's current schedule. When possible, the campus' Employee Assistance Program (EAP) counselor (New Directions) should accompany the academic dean to answer questions, introduce grief and bereavement services, and conduct a needs assessment for broader crisis management.
 - (e) Upon consultation with the President and Vice President of Academic Services, recommend a posthumous degree in the student's major be awarded.

(D) When a member of the College community learns of the death of a currently employed faculty member, staff member or administrator, he/she should, in all cases contact the Vice President of Academic Services or Vice President of Business and Administrative Services as appropriate. The respective vice president will:

- (1) Confirm that the individual is currently an employed faculty member, staff member, or administrator by contacting the Director of Human Resources.
- (2) Confirm that, in fact, a death of a currently employed faculty member, staff member or administrator has taken place. This may be accomplished through a variety of measures including contacts with law enforcement, a funeral director, or other public authority. Confirmation by contacting the family and/or friends is discouraged and the media must never be used to confirm a death.
- (3) Notify the president who will send an official letter of condolence to the next of kin and, at his/her discretion, determine if further expressions of remembrance are appropriate (see also: [3357:13-15-043](#) Expressions of Employee Acknowledgement)

While taking the family's wishes into consideration, the College may contribute to or establish a campus memorial that may include a memorial service, a memorial tree, memorial plaque, memorial scholarship or memorial naming (see also [3357:13-20-10](#) Naming Policy).

- (4) Notify the employee's supervisor. The supervisor will:

- (a) Notify the campus' Employee Assistance Program (EAP) counselor (New Directions), coordinate a counseling support schedule (as needed), and request joint notification assistance.
 - (b) Notify the employee's workgroup. The supervisor will work with other areas of the College to provide coverage of vital services functions in order to permit members of the employee's workgroup to attend the funeral/memorial service without leave penalty.
 - (c) Initiate short-term assignment coverage of the employee's work duties.
 - (d) Coordinate with Human Resources and the appropriate Vice President for long-range planning of the vacated position.
 - (e) If possible, represent the College and attend the funeral/memorial service.
 - (f) Will coordinate a voluntary contribution for a campus memorial in accordance with the family's wishes (e.g. memorial contribution, charitable gift, etc.).
- (5) Notify the appropriate academic dean, if the employee was a faculty member. In addition to the responsibilities as the employee's supervisor, the academic dean will:
- (a) Retrieve the faculty member's schedule.
 - (b) Notify the department colleagues of the deceased faculty member.
 - (c) Deliver the death notification to the students currently enrolled in the faculty member's classes. When possible, the campus' counselor should accompany the academic dean to answer questions, introduce grief and bereavement services, and conduct a needs assessment for broader crisis management.
- (6) Notify the Director of Human Resources. The Director of Human Resources will:
- (a) Notify the Public Affairs Office which will prepare an announcement and condolence message on behalf of the College community to be distributed by campus-wide email and social media.
 - (b) Arrange for a condolence book, a simple floral tribute, and obituary to be placed in the rotunda of Kee Hall for the campus community to leave messages of sympathy. For those who were primarily employed at locations off campus, the condolence book may be placed in a public location at these centers. The Director of Human Resources will collect the condolence book after one week and arrange to have it personally delivered to the employee's next of kin.
 - (c) Notify payroll.

- (d) Contact the next of kin to discuss any applicable death benefits and final compensation.
 - (e) Assist the next of kin in filing for applicable death benefits including tuition remission for applicable family members (see also 3357:13-16-52(J) Tuition Remission Policy-Full Time Employees).
- (E) When a member of the College community learns of the death of a former employee faculty member, staff member or administrator with five or more years of service, he/she should contact the appropriate vice president. The vice president will:
- (1) Confirm that the individual is a formerly employed faculty member, staff member, or administrator with five or more years of service by contacting the Director of Human Resources.
 - (2) Confirm that, in fact, a death of a formerly employed faculty member, staff member or administrator has taken place. This may be accomplished through a variety of measures including contacts with law enforcement, a funeral director, or other public authority. Confirmation by contacting the family and/or friends is discouraged and the media must never be used to confirm a death.
 - (3) Notify the president who will send an official letter of condolence to the next of kin and, at his/her discretion, determine if further expressions of remembrance are appropriate.

While taking the family's wishes into consideration, the College may contribute to or establish a campus memorial that may include a memorial service, a memorial tree, memorial plaque, memorial scholarship or memorial naming (see also [3357:13-20-10 Naming Policy](#)).

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