



## **Rowan College of South Jersey**

Administrative Procedure: 8701

### **DEATH OF A STUDENT**

These administrative procedures are intended to assist faculty, staff, administrators, and other College employees with addressing the death of a student.

#### **On Campus**

If a student should die while on campus, the first responder will immediately notify the Office of Safety and Security which will follow a required set of actions to be taken including:

- Notifying the local law enforcement agency and Sheriff's office to secure the scene;
- Notifying the President's Office, Executive Director, Student Services (Cumberland Campus), and the Associate Vice President, Student Engagement (Gloucester Campus) to alert the Cumberland Student Intervention Team (SIT) and the Gloucester Crisis Recovery Team (CRT); and
- Securing the deceased's valuables and vehicle, if parked on campus.

The President or designee will notify all cabinet officials and designate the appropriate official to:

- Notify next of kin;
- Offer condolences; and
- Appoint a College contact to work with the family to coordinate all campus business (finance, records, housing, etc.) and to gather information about funeral, visitation, and memorial arrangements.

The Executive Director, Student Services (Cumberland Campus) & the Associate Vice President, Student Engagement (Gloucester Campus) or designee will notify the following offices and individuals to ensure the news of the student's death has been received:

- The SIT and/or CRT will convene as soon as possible to ensure the campus responds to the death in a unified manner including, if deemed appropriate, a Grieving Room where students can gather to grieve with their peers;
- Current professors and academic deans will be offered support services, i.e. classroom announcements and in-class assistance; and

- Club advisors, academic advisors, athletic directors, coaches, teammates, friends, and other sub-groups in which the deceased might have membership. These groups will be encouraged to limit early social media communications that could be insensitive and painful to the surviving family.

The Financial Services, Financial Aid Office, Bursar offices, and Records/Registrar's Office upon notification of the death of a student, will have records annotated, and financial aid, if any, suspended and, on a case-by-case basis, tuition and fees waived for the term.

**NOTE:** Those affected by the death of a student are encouraged to seek help as needed. Faculty and staff may receive free counseling by contacting the Employee Assistance Program (24 hours) at 866-327-8242. Students may contact the Cumberland Counseling and Wellness Center at 856-200-4761 or the Gloucester Counseling and Wellness Center at 856-464-5236.

### **Off Campus**

Response to any student death occurring off campus will be handled initially by the local police agency and/or hospital involved. It is the responsibility of these agencies to notify the next of kin.

As soon as the College is notified by the local authorities or others, the President and will initiate the actions described when the death of a student occurs on campus.

If the death occurs during a College field trip, the staff member or advisor accompanying the trip is to immediately contact local emergency services and the local law enforcement agency. Once the situation is secured, the staff member or advisor will then contact the President's Office to initiate the College's response.

Financial Services is to be notified for any insurance liability issues as well as the College's legal representative.

### **Memorialization Efforts**

As noted in policy, no memorial or structure may be placed in a College building or upon College grounds without the approval of the Board of Trustees. The Associate Vice President, Student Engagement or designee may work with a student committee or family member to coordinate an appropriate and fitting memorial service for the deceased on the College grounds.

Area: Student Services

Approved: 03/08/22

President's Authorization: \_\_\_\_\_



References:

Rowan College of South Jersey Board of Trustees Policy Manual, 8701 *Death of a Student*

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