

Guidelines for Death Notifications for Students
(Current and Former)
Exhibit A

1. Current Student Death:
 - A. Send notification to all of campus through the SC4 Portal to faculty, staff and students.
 - B. Notification will only include the student name and date of death.
The college will not include any details related to the student's death to respect the privacy and confidentiality of the student and respect for the family.
 - C. Sample notification is as follows:
"The SC4 community sadly lost one of our students, FIRST NAME – LAST NAME, on DAY – DATE - YEAR. Anyone with questions or in need of support services is asked to contact Student Services at 810-989-5560 or in room 250 of the Welcome Center. "
"
 - D. Student support services may be available to assist with the grief/loss process by contacting the Director of Behavioral Intervention at 810-989-5552.
 - E. Standard protocol shall be followed to update the student record.

2. Former Student Death (not currently enrolled, alumni/graduate, et al.):
 - A. No notification will be sent to campus.
 - B. Standard protocol shall be followed to update the student record.