SAN DIEGO COMMUNITY COLLEGE DISTRICT



3375 Camino del Rio South San Diego, California 92108-3883 619-388-6500

CITY COLLEGE | MESA COLLEGE | MIRAMAR COLLEGE | COLLEGE OF CONTINUING EDUCATION

Educational Services

Communication and Process Deceased Student

Current Student

Notification received and communicated to:

- > College Admissions and Records (City)
- > Student Affairs (Mesa, Miramar)

Admissions and Records (City) and Student Affairs (Mesa, Miramar) collect student information, verify information, and prepare language/letter to send to:

> Vice President, Student Services

Admissions will:

- > Administratively drop student from all classes
- > Notify instructors
- > Notify Financial Aid
- > Send Death Certificate to Vice Chancellor, Educational Services, if in receipt

Vice President Student Services notifies:

- > College President
- > Vice Chancellor, Educational Services

College President notifies:

> Chancellor

Former Student

Notification received and communicated to: > Vice Chancellor, Educational Services

Vice Chancellor, Educational Services:

> Determines need to notify

District Educational Services:

Upon receipt of Death Certificate or other official notice:

- > Invalidate email and mail address
- > Enter deceased indicator
- > Add hold to student record
- > Formal requestor of death certificate