

Notification of Deceased Colleagues Procedure

Any member of the college community who has knowledge of the passing of a colleague or student should notify the President's Office. Upon notification, this procedure will go into effect.

Fullerton College Employee (active or retired)

<i>Action</i>	<i>Responsibility</i>
President's Office receives notification of the passing	Member of the college community or family member
Details of the service are obtained from the family (and with the details the implied consent to share them) Detail may include: Date of passing Type of illness (long term, sudden, etc.) Survivors Services Flowers/donations	Member of the college community or family member
An all staff email message is sent with above details	President's Office
Condolence from the President is sent to the family on behalf of the college	President's Office

Family Member of a Fullerton College Employee (active or retired)

<i>Action</i>	<i>Responsibility</i>
President's Office receives notification of the passing	Member of the college community or family member
Details of the service are obtained from the family (and with the details the implied consent to share them) Detail may include: Date of passing Type of illness (long term, sudden, etc.) Survivors Services Flowers/donations	Member of the college community or family member
An email message is sent to Division staff with above details	President's Office
Condolence from the President is sent to the family on behalf of the college	President's Office

Notification of Deceased Colleagues/Students Procedure (continued)

Students

<i>Action</i>	<i>Responsibility</i>
Notification of the passing is received at the college	Member of the college community or family member
Death is verified and details of the service are obtained from the family (and with the details the implied consent to share them) Detail may include: Date of passing Type of illness (long term, sudden, etc.) Survivors Services Flowers/donations	Member of the college community or family member
Current instructors are notified	Vice President of Student Services
Students are dropped from currently enrolled classes at the direction of the Vice President of Student Services	Admissions & Records
Details are available to interested parties	President's Office/Student Affairs
Condolence from the President is sent to the family on behalf of the college	President's Office