

Procedure
DECEASED STUDENT RECORDS

Official notification of a student's death is required before modifying a student's records. Notification may consist of a letter from the next of kin, memo or email from a college administrator or faculty member, copy of an obituary, or a *death certificate.

Upon receiving official notification of a student's death as required by College policy 6.026, the Registrar's Office will complete a *Schedule Change Form* indicating that the student is deceased and the student will be dropped or withdrawn from all courses. The Registration Coordinator or Registrar must approve the form before the change can be recorded on the student's record. If the student's death occurs before the beginning of the fifth week of the term the student will be dropped from his or her courses. From the fifth week on, the student will be withdrawn from his or her courses but will be counted in the OCCURS report to the state.

The student's schedule will be printed and attached to the *Schedule Change Form* along with the official notification of the student's death. Copies will be distributed to the Dean of Student Services, Business Office, Admissions Office and Financial Aid Office. The Business Office will credit all current term charges to the student's account.

If the student is degree-seeking, the completed *Schedule Change Form* will be attached to the current term registration form and filed in the student's academic file. If the student is not degree-seeking, the change form will be attached to the student's current term registration form and filed in the term registration notebook.

*In the case of a student who received William D. Ford Direct Loan funds (or whose parent(s) received a William D. Ford Plus loan on the student's behalf), an original or certified copy of the student's death certificate must be submitted in order for the loan debt to be discharged. If a student's death occurs before the fifth week of a term, the student may owe a repayment of any Title IV funds received for that term, and an original or certified copy of the student's death certificate must be submitted in order for the repayment obligation to be discharged. The original or certified copy of the death certificate should be sent to the Financial Aid office for distribution to the appropriate Department of Education Office.

END OF PROCEDURE
