

SECTION: 5.0 STUDENTS

SUBJECT: DEATH OF A STUDENT

Title: Death of a Student and Incapacitated Student

Background: When students become deceased their record needs to be end-dated. When students become incapacitated, this policy allows the college to withdraw the student from current classes.

Point of Contact: Vice President for Student Affairs

Other Lewis-Clark State College (LC State) offices directly involved with implementation of this policy, or significantly affected by the policy: Registrar & Records, Student Counseling Services, Alumni Relations, Residence Life, Financial Aid, IT, Vice President for Student Affairs, Student Accounts, Admissions Office

Date of approval by LC State authority: April 2018

Date of State Board Approval: N/A

Date of Most Recent Review: September 2023

Summary of Major Changes incorporated in this revision to the policy: The policy is being updated to address procedures and considerations for issuing campuswide announcements about student deaths. Formatting has been updated for consistent policy format and LC State Writing Style Guidelines.

1. Procedures for Death of Currently Enrolled Student

When the college is aware that a currently enrolled student has died, the following procedure will take effect:

- A. The registrar will be notified.
- B. The registrar notifies the vice president for Student Affairs.
 - i. The vice president for Student Affairs will collaborate with proper legal authorities to notify next of kin if warranted.
 - ii. The vice president for Student Affairs will notify all directors in Student Affairs; questions received by the various Student Affairs offices will be directed to the vice president for Student Affairs.
 - iii. The vice president for Student Affairs will notify the president, provost, vice president for Finance and Administration, vice president for Institutional Research & Effectiveness, the director of Communications and Marketing, and the director of Human Resource Services.
- C. Human Resource Services will close any student employment records that may exist.
- D. The registrar will notify faculty of the courses the student was enrolled in and will refer the faculty to Human Resource Services for additional information about the Employee Assistance Program.
- E. The registrar will initiate the Total Withdrawal Form, using the date of death, and assign a W grade to each course the deceased student was enrolled in, if the death occurs *after* the tenth (10th) day of term.
- F. The registrar will initiate the Total Withdrawal Form, using the date of death, and drop each course (without a grade of W) the deceased student was registered for, if the death occurs on or *before* the tenth (10th) day of term.
- G. The registrar will notify the deceased student's advisor and end-date the advisor in Colleague. The registrar will notify the student's advisor of the option of requesting the student receive a

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posthumous degree to the college president. Generally, the following criteria will be used to determine eligibility for a posthumous degree:

- i. The student was within two (2) semesters of completing their undergraduate degree based on fulltime enrollment or within one (1) semester of completing their graduate degree based on fulltime enrollment; and
- ii. the student was currently enrolled at the time of death or registered for the next enrollment term (e.g., fall semester) if the death occurred between terms; and
- iii. the student was in good academic standing.

Posthumous degrees are only awarded per direction from the president. If the criteria for a posthumous degree are not met, the president may direct the registrar to issue a certificate of achievement.

- H. The registrar will inactivate the deceased student's program of study.
- I. The registrar will remove all holds attached to the deceased student.
- J. The registrar will note the status and date the student died in the DEC screen in Colleague.
See Colleague DEC procedure for steps to end-date address.
- K. The registrar will notify Alumni Relations.
Alumni Relations will remove the deceased student's name from their records.
- L. Student Accounts will refund tuition and fees per the Refund Policy using the date of death as the withdrawal date.
- M. The Student Counseling Center will offer counseling for currently enrolled students. This offer will be conveyed when the registrar notifies faculty and, when applicable, through Residence Life and/or Athletics.
- N. The registrar will notify Information Technology (IT).
 - i. IT will inactivate the deceased student's WarriorMail and WarriorWeb accounts (if they exist).
 - ii. IT will delete the WarriorMail and WarriorWeb accounts after six (6) months, unless the registrar requests otherwise.
- O. The Financial Aid Office will contact the deceased student's family to request a copy of the death certificate (if deceased had student loans) OR the Financial Aid Office will contact the loan servicer on behalf of the family if applicable.
- P. The Admissions Office will remove any communication tracks from the student.

2. Determination of Campuswide Announcement

- A. The decision to issue a campuswide announcement about the student death will be determined on a case-by-case basis depending both upon the circumstances surrounding the student's death and the wishes of the student's next of kin. This decision will be made by the president or his/her designee.
- B. Campus notifications will follow this basic template but may be modified depending upon specific circumstances:

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It is with sadness that I share with you the passing of a member of the LC State Campus Community. One of our students, NAME, died of BRIEF DESCRIPTION on DATE. NAME, who was from TOWN/STATE was a CLASS majoring in MAJOR/PROGRAM.

The college was notified of NAME passing on DATE. NAME passing will be felt by many. As a community, we collectively mourn NAME passing and share our sincere condolences with the family and friends most impacted.

3. Procedure for Incapacitated Currently Enrolled Student

When a college official is made aware that a currently enrolled student has become incapacitated due to injury or illness, the following procedure will be implemented:

- A. The registrar will be notified.
- B. The registrar will notify the student's family that a statement from a doctor is required to confirm the incapacitation of the student.
- C. If the student is incapacitated after the tenth (10th) day of a term, the registrar will complete the Total Withdrawal Form for the student and attach the doctor's statement to the form (in place of the student's signature).
- D. The registrar will assign a W grade to each course the incapacitated student was enrolled in.
- E. If the student is incapacitated before the tenth (10th) day of a term, the registrar will drop the student's classes, without assigning a W grade, and attach the doctor's statement to the form (in place of the student's signature).
- F. The registrar will notify the student's advisor.
- G. The registrar will notify Student Accounts to process refund or write-off, as needed.

4. Procedures for Death of a Former Student

When the college is aware that a former student has died the following procedure will take effect:

- A. The registrar will be notified and will notify the vice president for Student Affairs.
- B. The registrar will remove all holds attached to the deceased student.
- C. The registrar will note the status and date the student died in the DEC screen in Colleague.
See Colleague DEC procedure for steps to end-date address (REG Processing Procedure folder).
- D. The Registrar will notify Alumni Relations.
Alumni Relations removes the deceased student's name from their records.
- E. The registrar will notify Student Accounts.
Student Accounts will cease any collection actions.
- F. The registrar will notify Information Technology (IT).
 - i. IT will inactivate the deceased student's WarriorMail and WarriorWeb accounts.
 - ii. IT will delete the WarriorWeb and WarriorMail accounts after six (6) months, unless the registrar requests otherwise.
- G. The registrar will notify the Office of Admission.
The Office of Admission will remove any communication tracks from the student.
- H. The registrar will notify the Financial Aid Office.

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- i. The Financial Aid Office will contact the deceased student's family to request a copy of the death certificate if applicant had student loans; OR
- ii. The Financial Aid Office will contact the loan servicer if the student had loans.

5. Procedure for Death of a Current Prospect or Applicant

When the college is aware that a current prospect or applicant has died the following procedure will take effect:

- A. The registrar will be notified and will notify the vice president for Student Affairs.
- B. The registrar will remove all holds attached to the deceased prospect/applicant (if any).
- C. The registrar will inactivate the deceased applicant's program (if moved to student).
- D. The registrar will end-date the applicant's advisor in Colleague (if assigned).
- E. The registrar will note the status and date the student died in the DEC screen in Colleague.
See Colleague DEC procedure for steps to end-date address.
- F. The registrar will delete all e-mails from NAE.
- G. The registrar will notify Information Technology (IT).
 - i. IT will inactivate the deceased prospect/applicant's WarriorWeb and WarriorMail account (if they exist).
 - ii. IT will delete the WarriorWeb and WarriorMail accounts after six (6) months, unless the registrar requests otherwise.
- H. The registrar will notify the Financial Aid Office (if an applicant).
- I. The registrar will notify Residence Life (if an applicant).
The Office of Residence Life will follow internal procedures.
- J. The registrar will notify the Office of Admission.
The Office of Admission will remove any communication tracks from the prospect/applicant.