SECTION: 5. Student Policies

SUBJECT: 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 LCSC 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 LCSC authority: August 15, 2018

Date of State Board Approval: N/A

Date of Most Recent Review: 4/2018

Summary of Major Changes incorporated in this revision to the policy: Office name changes.

1. When the college is aware that a currently enrolled student has died (off-campus), the following procedure will take effect: (This procedure does not address a student dying on-campus.)
   A. The Registrar will be notified.
   B. The Registrar notifies the Vice President for Student Affairs.
      (1) The Vice President for Student Affairs will collaborate with proper legal authorities to notify next of kin if warranted.
      (2) 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.
      (3) The Vice President for Student Affairs will notify the President, Provost and Vice President for Finance and Administration.
      (4) The Vice President for Student Affairs will notify Human Resources.
   C. The Registrar will notify faculty of the courses the student was enrolled in.
   D. 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 10th day of term.
   E. 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 10th day of term.
   F. The Registrar will notify the deceased student’s advisor and end-date the advisor in Colleague. The Registrar will notify the student’s advisor they have the option of requesting the student receive a posthumous degree to the college President. Posthumous degrees are only awarded per direction from the President. The Registrar should reference the Posthumous Degree procedure.
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G. The Registrar will inactivate the deceased student’s program.
H. The Registrar will remove all holds attached to the deceased student.
I. The Registrar will note the status and date the student died in the DEC screen.
   (1) See DEC procedure for steps to end-date address.
J. The Registrar will notify Alumni relations.
   (1) Alumni Relations will remove the deceased student’s name from their records.
K. The Registrar will notify Residence Life (if the student resided there).
   (1) The Office of Residence Life will follow internal procedures if death occurs within residence.
L. The Registrar will notify Student Accounts.
   (1) Student Accounts will refund tuition and fees per the Refund Policy using the date of death as the withdrawal date.
M. The Registrar will notify the Associated Student Body (ASB).
N. The Registrar will notify the Student Counseling Center.
   (1) The Student Counseling Center will offer counseling for currently enrolled students.
O. The Registrar will notify Information Technology (IT).
   (1) IT will inactivate the deceased student’s LCMail and WarriorWeb accounts (if they exist).
   (2) IT will delete the accounts after six months, unless the Registrar requests otherwise.
P. The Registrar will notify the Financial Aid Office.
   (1) 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
   (2) The Financial Aid Office will contact the loan servicer on behalf of the family if applicable.
Q. The Registrar will notify the Admissions Office.
   (1) The Admissions Office will remove any communication tracks from the student.
R. The Registrar will notify the Director of Campus Communication and will provide:
   (1) Student’s full name and ID number.
   (2) Student’s permanent address.
   (3) Student’s emergency contact information
   (4) Student’s major and enrollment status (full-time or part-time)
   (5) Date, time, and cause of death if known

2. 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 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 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).
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F. The Registrar will notify the student’s advisor.
G. The Registrar will notify Student Accounts to process refund or write-off, as needed.

3. 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.
      (1) See DEC procedure for steps to end-date address (REG Processing Procedure folder).
   D. The Registrar will notify Alumni relations.
      (1) Alumni Relations removes the deceased student’s name from their records.
   E. The Registrar will notify Student Accounts.
      (1) Student Accounts will cease any collection actions
   F. The Registrar will notify Information Technology (IT).
      (1) IT will inactivate the deceased student’s LCMail and WarriorWeb accounts.
      (2) IT will delete the accounts after six months, unless the Registrar requests otherwise.
   G. The Registrar will notify the Office of Admission.
      (1) The Office of Admission will remove any communication tracks from the student.
   H. The Registrar will notify the Financial Aid Office.
      (1) 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
      (2) The Financial Aid Office will contact the loan servicer if the student had loans.

4. 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.
      (1) See 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).
      (1) IT will inactivate the deceased prospect/applicant’s WarriorWeb and LCMail account (if they exist).
      (2) IT will delete the accounts after six 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).
      (1) The Office of Residence Life will follow internal procedures.
   J. The Registrar will notify the Office of Admission.
      (1) The Office of Admission will remove any communication tracks from the prospect/applicant/