

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/