

**Title/Topic:** Notice Upon Death of Student  
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## **PROCEDURE FOR NOTICE WHEN A REGULARLY ENROLLED STUDENT DIES**

### **PURPOSE**

To establish a procedure to close the academic records and University accounts of regularly enrolled students who die during the course of their enrollment.

### **DEFINITIONS**

#### Student

A student is a regularly enrolled student--full- or part-time -- who is currently attending or who would normally be attending (if the death occurs between semesters) the University at the time of his/her death. Students attending LSU through a cooperative program with another University, who are in continuing education, who are in the ELOP or similar programs are excluded.

#### Transient student

A transient student is a person attending LSU through a cooperative program with another University, continuing education students, ELOP students, PASS students, and other persons who are receiving regular academic instruction at the University but who are not principally students at LSU and are excluded from this policy.

#### Family member

A family member is a person(s) most likely to be responsible under Louisiana law for a student's estate in the event of death. For unmarried students this will be the parent(s) at the same place of primary residence as recorded with the University, and for married students, the spouse.

### **POLICY**

Recognizing the grief and emotional trauma which usually accompanies the death of a family member, the University wishes to minimize the administrative and procedural burdens required of family members in closing a student's University records and accounts. For this reason, the Dean of Students' Office is delegated the responsibility of coordinating the closing of a

deceased student's records and accounts with the University and of contacting the responsible family member(s) when this is accomplished. No other office should contact family members of deceased students for the purpose of resolving administrative issues. All such matters should be brought to the attention of the Dean of Students' Office which shall then contact the responsible family member(s) to resolve any pending administrative issues.

In the event a student dies on campus and notification is not made by another source (i. e., hospital), the Dean of Students shall make or assist in making appropriate notification to the responsible family member(s).

## **PROCEDURE**

1. Any person having knowledge of the death of a regularly enrolled student should notify the Dean of Students' Office. It will be the responsibility of the Dean of Students' Office to confirm this information through official sources (i.e. police, coroner's office, death certificate, newspaper obituary).
2. Upon verification of a student's death, the Dean of Students shall officially notify the offices listed below. Upon receipt of notification of the death of a student, these offices will follow the procedures specified for their office, and notify the Dean of Students' Office when the student's records and accounts are closed. Offices are asked to respond within five (5) working days so that timely contact may be made with responsible family members.
  - a. Chancellor: will be notified for informational purposes.
  - b. Vice Chancellor for Student Services: will be notified for informational purposes.
  - c. Dean of Student's College: upon notification will:
    - (1) notify the student's instructors.
    - (2) authorize a "W" grade for currently enrolled courses.
    - (3) close all college records, cancel the student's future registration, and take whatever other action is necessary to ensure that the student's name is removed from the mailing lists and enrolled students list of the college.
    - (4) transfer the student's college file to the Dean of Students' Office, which shall hold it for approximately one year before destroying it.
  - d. Records and Registration: upon notification will:
    - (l) close the student's official records and take whatever actions are

necessary to ensure the student's name is removed from the mailing and enrollment lists of the University.

(2) indicate on the student's official transcript that the student is deceased and record the date of death as provided by the Dean of Students' Office.

(3) hold the grade report for the student and send it to the Dean of Students' Office when issued.

e. Treasurer's Office: upon notification will:

(1) prepare an accounting of the student's payments and debts to the University and prepare a list of other offices to be notified, which may include:

- (a) Food Service
- (b) Residential Housing
- (c) Student Aid and Scholarships
- (d) Student Health
- (e) Parking, Traffic, and Transportation
- (f) International Student Office
- (g) Library

(2) close accounts with appropriate University offices and notify the Dean of Students when accomplished.

f. The Director of Alumni Relations: upon notification will:

(1) remove the student's name from all alumni mailing lists.

(2) notify the Dean of Students' Office when this is completed.

g. The Director of Public Relations will be notified for informational purposes.

h. The Director of the LSU Middleton Library: upon notification will:

(1) cancel all outstanding library fines.

(2) provide the Dean of Students with a list of any books and materials currently charged to the student so that the Dean may assist in their return.

(3) remove the student from the list of students contacted for fines, outstanding books, etc.

i. Other Offices: on a need-to-know basis, the Dean of Students will notify other

University offices to include the following:

- (1) International Student Office: when an international student dies, the Dean of Students will work with the Director of the International Student Office to assist with appropriate notification to the family and other such arrangements that may need to be made.
- (2) Greek Affairs: If the student was living in a fraternity or a sorority house, the Dean of Students will work with the appropriate advisor to ensure that the fraternity or sorority provides the responsible family members a fair refund and assists with the packing of the student's belongings, return of University property, and notification to members of the fraternity or sorority.
- (3) Residential Housing: The Director of Residential Housing and Dean of Students will work together to ensure that the student's belongings are packed, the student's roommate and other members of the student's living group are informed, and that any University property (i. e., library books, departmental materials) is returned.
- (4) Transient Student: In the event of the death of a transient student, the Dean of Students will work with the responsible program director or academic dean to close the student's records and accounts with the University. When appropriate, the procedures for regularly enrolled students will be followed.
- (5) Refunds: wherever possible the University will be generous in providing refunds to the family.
  - (a) Tuition and fees for the semester at hand will be refunded in total.
  - (b) Room and board charges will be refunded on a prorated per diem basis.
  - (c) All outstanding "fines" from Parking, Traffic, and Transportation, LSU Middleton Library, and other offices authorized to assess charges as monetary penal ties against student will be voided.
  - (d) From any refund due the student, the University will deduct all other accounts receivable (i.e. , loans, Student Health Center charges, nonsufficient funds checks)
    - (1) In the event that a student is on the deferred payment plan, or the student has a negative balance, the University will assign the amount owed the University as an uncollectible bad debt.

(2) When the student has outstanding loans or grants which cannot be liquidated by the University, the Director of Student Aid and Scholarships, the Treasurer's Office, and the Dean of Students' Office will work together to clear the student's account, notify the appropriate lending agents and inform the family members of whatever obligation may be imposed upon the estate of the student.

(e) Refund check, when issued, will be issued to "The Estate of (Student's Name)" and sent to the Dean of Students, who will forward the refund to the responsible family member(s).