

**THREE RIVERS COLLEGE
STUDENTS REGULATION**

Section: 2000 Students	
Sub Section: 2400 Student Records	
Title: SR 2420 Deceased Student	Page 1 of 5
Primary Policy: SP 2415 Confidentiality of Student Records	
Associated Policy: GAP 1101 Debts to the College	
Associated Regulations: SR 2415 Confidentiality of Student Records; SR 2310 Drop/Withdrawal Procedures; GAR 1410 Records Retention & Destruction; FR 3142 Past Due Student Accounts	
References: Family Education Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99); Title IV	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 08-23-2017	Last Revision: 06-24-2020

In the event of the death of a currently enrolled or former Three Rivers College student, the proper notification channels must be followed to respect the deceased student’s next of kin, and to ensure all the appropriate campus individuals have been contacted. Upon notification of the death of a currently enrolled or former student, Three Rivers College shall follow the appropriate College procedures to lessen the impact on the family, students, faculty and staff. College areas to be notified include but are not limited to: Faculty, Office of Communications, Student Services, Financial Services and Administration. The Chief Student Services Officer shall ensure appropriate processes are enacted.

Three Rivers College recognizes the importance of maintaining the confidentiality of records and student’s rights. According to the Family Education Rights and Privacy Act (FERPA), student’s rights cease upon death. However, the College will not release a deceased student’s record for a period of no less than 24 hours after the date of the death unless required to do so by law or authorized to do so by (1) the executor of the deceased’s estate; or (2) the deceased student’s spouse, parents or children.

Once the death of the student is confirmed by the Chief Student Services Officer with appropriate documentation, the student information system shall reflect the same. An official death certificate is needed for students with loans and/or Federal Financial Aid.

According to the Family Educational Rights and Privacy Act (FERPA) regulation, “Under common law regarding privacy rights, the privacy interests of an individual expire with that individual’s death. Accordingly, the disposition of records held by an institution and pertaining to a deceased individual is not a FERPA issue but a matter of institutional policy. Because FERPA would no longer apply, the institution may exercise its own discretion in deciding whether, and under what conditions, information should be disclosed to survivors or other third parties.” Questions on the release of information for deceased students should be directed to the Chief Student Services Officer.

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The Chief Student Services Officer is responsible for all notifications related to the student who died and shall ensure that the appropriate steps necessary are followed.

College Communications:

- Chief Student Services Officer should be notified of any student death.
- The Chief Student Services Officer is the primary point of contact for information regarding the deceased student.
- Chief Student Services Officer verifies the death of the student via the death certificate, funeral home, obituary, family member, or county coroner;
- Chief Student Services Officer verifies the enrollment status of the student;
- Chief Student Services Officer notifies the College President, all Cabinet Members, Office of the Registrar, Office of Financial Aid, Office of Student Accounts, and all other parties as appropriate;
- College President will send condolence letter;
- The Chief Student Services Officer notifies current advisor, counseling services, and faculty of the circumstance and informs them of Counseling Services available for students and employee support.
- The Chief Student Services Officer, in coordination with the Chief Academic Officer, organizes counseling services to be available to visit classrooms and provide crisis services as deemed necessary.
- The Director of Public Safety is the primary contact for all law enforcement agencies.
- Counseling Services may provide communication assistance to faculty and/or staff prior to engaging in conversation about the student's death with other students.

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- The Chief Student Services Officer will send follow up letter of condolences after all processes are complete to inform the family.

Office of the Registrar:

- Once the death of the student is confirmed with appropriate documentation the Registrar shall change the record to deceased status and shall place a “D” on the record.
- If the student is currently enrolled and has not completed 75% of the course work at the time of death, his/her classes shall be administratively withdrawn per College Regulation SR 2310 Drop/Withdrawal Procedures. If student has completed at least 75% of course work at time of death, the grade earned at that time will be transcribed.
- If the deceased student has completed at least 75% of degree or certificate, the degree or certificate will show awarded posthumously and the degree or certificate will be sent to student’s estate.

Office of Computer Services:

- All account passwords for the student shall be changed.

Office of Financial Aid:

- Financial Aid processes are followed in adherence with Federal and State regulations.
- An official death certificate is needed for Financial Aid students with Direct Loans to send to the loan service provider.

Office of Student Accounts:

- The Office of Student Accounts conducts a verification of any existing student accounts of the deceased.
- If applicable, refunds will be issued to the deceased student’s estate.

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- All outstanding balances are forgiven and the amount owed to the college shall be zero.

Academic Support Units:

- The Academic Support Units will receive notification from the appropriate Cabinet Member to ensure any existing fees, non-returned equipment, Library books, and/or College Store textbook(s) are written off.

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DOCUMENT HISTORY:

- 08-23-2017:** Initial approval of regulation SR 2420 Deceased Student.
- 06-24-2020:** Revised to align with College Regulation SR 2310 Drop/Withdrawal Procedures regarding student completion of at least 75% of course work at time of death, the grade earned at that time will be transcribed.