

DEPAUL UNIVERSITY



Responsibilities Regarding Deceased Students

Category: Academic Affairs - Operational

Responsible Department: Dean of Students

Responsible Officer: Vice President for Student Affairs

Effective Date: 03/07/2019

Policy Summary

This policy is regarding the official recording of deceased students and future access to those records.

Scope

This policy affects the following groups of the University:

- Full-Time Staff
- Part-Time Staff
- Full-Time Faculty
- Part-Time Faculty

This policy applies to all faculty and to staff working in the areas of:

- Dean of Students Office
- Office of the University Registrar
- School/College Offices
- Office of Financial Aid
- Student Accounts Office
- Division of Mission and Ministry
- Office of the General Counsel
- Alumni Relations
- Admitting Offices
- Student Employment

Policy

Reports of student or former student deaths that are received by the University should be initially routed through the Dean of Students Office. The Dean of Students will coordinate the University's

response to ensure that both the personal and administrative needs of the student and the family are met. The Dean of Students Office will disseminate the information of the death to the appropriate University offices for action (see "Procedures" below). In the event of the death of applicant to the university, the Admitting Office would be the initial point of contact and would disseminate the information to the appropriate offices following the procedures outlined below.

The education records of deceased students are closed, but a transcript may be released or disclosed, upon written request, to a spouse, a parent, the executor of the estate, surviving children, surviving siblings, and surviving descendants, or pursuant to a court order or subpoena.

The person requesting a deceased student's transcript must request the transcript in writing to the Office of the University Registrar and provide the following information:

- Student's name (and former names, if applicable)
- Student's date of birth
- Death Certificate
- Official proof of familial relationship or legal right to request, such as
 - birth certificate which indicates deceased is mother, father, son, daughter
 - marriage license
 - adoption decree
 - court order or subpoena

In addition, the requester should provide as much of the following information as possible:

- Student ID number
- Dates of attendance

Unless required by law, final determinations regarding the disclosure of the student education records of or other information pertaining to deceased students or former students is at the discretion of the University.

Related policies

Posthumous degree policy

Procedures

Any member of the University community who receives a report of the death of a student or former student should contact the Dean of Students Office. The Dean of Students Office will, if appropriate, request a Death Certificate and forward the Death Certificate to the University Registrar. The Dean of Students Office will also notify all appropriate DePaul offices. Depending on the circumstances, these offices could include:

- Office of the University Registrar
- College Office
- Division of Mission and Ministry
- Student Accounts

- Financial Aid
- Housing
- Residential Education
- Alumni Relations
- Student Employment

The responsibilities of various DePaul offices will differ based on the circumstances of a particular situation. Some responsibilities could include:

Office of the University Registrar responsibilities:

1. Ensure that a current student is dropped from current and future term classes.
2. Indicate that the student or former student is deceased in the system.
3. Image a copy of a Death Certificate.

Financial Aid responsibilities:

1. Return (if applicable) federal and state financial aid in accordance with regulations.
2. Adjust university assistance as appropriate.
3. Close any pending applications, disbursements, communications.
4. Appropriately notate actions above and set record to inactive.

Student Financial Accounts responsibilities:

1. Ensure that all billing and collection activity is stopped.
2. For currently enrolled students: Remove all charges (fees) from tuition account once enrollment is adjusted. If enrollment is not cancelled then adjust any unpaid charges on account to a zero balance; set service indicator to stop billing.
3. For former students: adjust any unpaid charges on account to a zero balance; set service indicator to stop billing.
4. For refund processing: if the adjustments in items 2 or 3 result in a credit balance a refund will be processed. The refund check will be sent to the Dean of Students Office who will forward the check to the family.

Division of Mission and Ministry responsibilities:

1. Depending upon the wishes of the family as indicated to the Dean of Students office, Division of Mission and Ministry will send a university-wide email informing the faculty and staff of the student's death and include only the information deemed appropriate by the family. The Division of Mission and Ministry will honor any requests by the deceased student's family to withhold information.
2. Provide support to the family and university community.
3. Coordinate on-campus memorial services as warranted and in partnership with affected parties.

College office responsibilities:

1. Make appropriate notation on the deceased student's file.
2. Drop student from current and future classes.
3. Work with other university offices to ensure that the policy is followed.
4. Assess whether the deceased student was a degree-seeking candidate who -- in addition to being actively enrolled and in good academic standing -- was on track to have met all degree requirements by the end of the term in which their death occurred. If so, the college office will follow the guidelines set out in the Posthumous Degree Policy.
5. Depending upon the wishes of the family as indicated to the Dean of Students office, the college office will send a college-wide email informing the college's students of the death and include only the information deemed appropriate by the family. The college office will honor any requests by the deceased student's family to withhold information.

Housing responsibilities:

1. Confirm if the student is a current resident either on the Lincoln Park Campus (LPC) or at the University Center of Chicago (UCC).
2. Once residency is verified, the Housing Agreement and assignment should be canceled.
3. Housing staff will cancel any remaining meal plans, if applicable. Appropriate credits to the student's account will be issued.
4. A credit of any charges posted for the remainder of the year will be posted to the student account and no housing cancellation fee will be assessed.
5. Housing professional staff will do whatever necessary to coordinate the moving out of the student's belongings. This may include escorting and assisting a family member or friend with expressed permission. This may also include carefully boxing up all of the student's belongings until such time as a family member or friend can retrieve them from storage.
6. If roommate(s) no longer wishes to be in the same housing space, Housing will make every effort to provide appropriate room change(s) wherever possible.

Note: Once a student is canceled out of the housing management system (StarRez), he/she and his/her parents will be automatically taken out of the direct contact list for mass e-mails or mailings. Only current, confirmed students or parents receive correspondence from Housing. Anyone who has canceled will no longer receive correspondence.

Residential Education responsibilities:

1. Provide support to the family and the university community.

Office of Alumni Relations:

1. If the person was an alumnus of DePaul, Alumni Relations would update the alumni database.

Office of Student Employment:

1. If the person was a student employee, The Office of Student Employment will make sure the hiring department is aware of the circumstances and make sure all outstanding hours are approved.

Student Employment staff will also work with Human Resources to make sure a termination row is entered into PeopleSoft.

Divisional Collaborations

- Dean of Students Office
- Office of the University Registrar
- School/College Offices
- Office of Financial Aid
- Student Financial Accounts
- Division of Mission and Ministry
- Office of the General Counsel
- Alumni Relations
- Admitting Offices
- Office of Student Employment

Contact Information

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Appendices

None.

History/Revisions

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