

Updating Deceased Student Records

Summary of Activities

Upon receiving news of a student death, the Dean of Students will inform the University Registrar, Student Accounts, Financial Aid, the College Office, and other parties and will provide pertinent details that are available. Registrar staff will:

1. Review death certificate if available and obituary for additional detail. Archive document(s) in Image Now.
2. Update PS Decedent Data with date and place of death, and death certificate number when available. "Deceased" indicator will be placed on record and will appear on all PS pages.
3. Add address type "Other" and enter current permanent address. Update all existing addresses to "Do Not Contact." Despite warning message, system will save data without City and State, or Zipcode.
4. Change preferred email address to nocontact@depaul.edu and record the previous preferred email address as other.
5. Under Term Activation, delete any future term rows for which the student has no enrollment activity. Removing the Term Activation will automatically delete Enrollment Appointments for respective terms.
6. Update Program/Plan to "Discontinued" with action reason "Deceased". Effective date is the day after the end date of the student's last enrollment term. (See 5-a below)
7. Check proximity to graduation:
 - a. Under Program/Plan, does the student have an active Conferral Application (CONF row) for the current term or has degree recently been conferred? If yes, inform Degree Conferral Team Lead and Diploma Coordinator. (Depending on timing, the Completed row would serve to close the student's record in lieu of a Discontinuation row). Consult Registrar to determine if posthumous degree is appropriate or was requested by college.
 - b. OR, under Program/Plan, does the student have a future term Conferral Application? With or without a CONF row, does the student have sufficient earned hours under Term History to be a viable candidate for degree conferral in the near future? Consult Registrar to determine whether college has requested posthumous degree conferral.
8. Drop all enrolled classes effective the date of death. If grading is in progress, remove posted grades and allow PS to determine appropriate action based on effective date (delete class or assign WA grade). Regenerate any rosters that have not yet been graded.
9. Check for IN or R grades that would expire and lapse to F. Change these to ING or RG respectively to prevent grade lapse.
10. Inform Registrar relevant actions have been completed, noting any special circumstances such as recent or impending graduation.
11. Collect and archive Death Certificate when available.

Detailed Instructions: PS Updates and Other Items

1.) Enter date and place of death, as well as death certificate number if available, in Campus Connect. Upon saving, "DECEASED" will appear on Campus Connect pages.

Main Menu → Campus Community (Student) → Personal Attributes → Decedent Data

The screenshot shows the 'Decedent Data' form for student Alejandra Damian. The form includes the following fields and values:

- Name: Alejandra Damian
- Student ID: 1387336
- Status: DO NOT DECEASED CONTACT
- Date of Death: 06/26/2017
- Place of Death: Chicago IL
- Death Certificate Nbr: (empty field)

2.) Remove Term Activation for any future terms for which the student has no enrollment activity.

Records and Enrollment > Student Term Information > Term Activate a Student

The screenshot shows the 'Term Activation' form for student Alejandra Damian. The form includes the following fields and values:

- Name: Alejandra Damian
- Student ID: 1387336
- Status: DO NOT DECEASED CONTACT
- Academic Career: Undergraduate
- *Academic Institution: DPAUL DePaul University
- *Term: 0990 1617Spring Quarter
- Activation Date: 03/25/2017
- Student Career Nbr: 1 Undergraduate Communication
- Override All Academic Levels:
- Override Projected Level:
- Academic Year: 2016
- Load Determination: Units
- Academic Level - Projected: Junior
- *Form of Study: Enrollment
- Academic Level - Term Start: Junior
- Academic Load: Full-Time
- Academic Level - Term End: Senior
- *Billing Career: UGRD
- Level Determination: Units
- Eligible To Enroll:

Go to: [Calculate Tuition](#)

3.) Discontinue active status effective the day following the last term of enrollment activity Program Action = DCSD (deceased). Program/Plan stack errors may require using "correct history" rather than "update/display"

Records and Enrollment > Career and Program Information

DEPAUL Home | Technology Support Ce

Favorites | Main Menu > Records and Enrollment > Career and Program Information > Student Program/Plan

Student Program | Student Plan | Student Sub-Plan | Student Attributes | Student Degrees

Alejandra Damian 1387336 DO NOT DECEASED CONTACT

Academic Career: Undergraduate Career Requirement Term Student Career Nbr: 1

Status: Discontinued

*Effective Date: 06/10/2017 Effective Sequence: 1

*Program Action: DISC Discontinuation Action Date: 06/27/2017

Action Reason: DCSD Deceased Joint Prog Appr:

*Academic Institution: DPAUL DePaul University

*Academic Program: COMMU Undergraduate Communication

*Admit Term: 0960 1516Autumn

Requirement Term: 0970 1516Spring

Expected Grad Term:

Last Updated On: 06/27/2017 2:58:18PM

By: SWACHOWS

Admissions

From Application

Application Nbr: 00790391

Application Program Nbr: 0

*Campus: DPAUL DePaul

*Academic Load: Full-Time

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display Include History Correct History

Student Program | Student Plan | Student Sub-Plan | Student Attributes | Student Degrees

4.) If student was enrolled for classes in the current term, drop courses effective date of death.

Records and Enrollment > Enroll Students > Enrollment Request

Favorites | Main Menu > Records and Enrollment > Enroll Students > Enrollment Request

Enrollment Request

Find an Existing Value Add a New Value

ID:

Academic Career:

Academic Institution: DPAUL

Term:

Add

5.) Review record to insure there are no outstanding grades of IN or R that will automatically expire at some time in the future. If yes, change grades to ING or RG to prevent lapse.

Records and Enrollment > Student Term Information > Student Grades or Records and Enrollment > Unofficial Transcript.

If updates are required, Records and Enrollment > Enroll Students > Enrollment Request

Student Grade Inquiry **Term Statistics**

Alejandra Damian

1387336

DO NOT DECEASED
CONTACT

Print

[Report Manager](#)

Term: 1617Autumn Career: Undergrad Institution: DePaul University

Detail	Class Nbr	Subject	Catalog	Component	Section	Grade Input	Official Grade	Grading Basis	Units Taken	Session	Course Name
Detail	40980	CTH	293	Lecture	401	B+	B+	ABC/NC	4.00	Regular	NOTABLE VINCENTIAN WOMEN
Detail	38442	HST	172	Lecture	401	C-	C-	ABC/NC	4.00	Regular	EUROPE, 1348-1789
Detail	35235	LSP	120	Lecture	114	W	W	ABC/NC	4.00	Regular	QUANT/REASON/TECH/LIT I
Detail	34998	PAM	310	Lecture	101	B-	B-	ABC/NC	2.00	Regular	MUSIC FESTIVAL MANAGEMENT
Detail	37454	PRAD	291	Lecture	401	B	B	ABC/NC	4.00	Regular	RESEARCH METHODS PRAD PRFSNL

Return to Search Previous in List Next in List Notify

6.) Determine student's proximity to graduation and notify Registrar if student is within range of conferral.

Records and Enrollment > Career and Program Information > Student Program Plan (look for CONF row), or Records and Enrollment > Student Term Information > Term History (Cumulative Statistics tab) or Records and Enrollment > Unofficial Transcript

7.) Update all addresses to "DO NOT CONTACT" and enter data into "other" address field.

Campus Community > Personal Information (Student) > Add/Update a Person

Disregard "No City/State or No Zipcode" warning. PS will accept address without these data points:

Message

This is the address you entered.

DO NOT CONTACT

Our system could not verify the address as entered.

The Postal Code does not exist and could not be determined by the city/municipality and state/province.
Minimum required input of address/city/state or address/zip not found.

Press OK to use the address you entered. Otherwise press Cancel to keep editing.
(30180,2)

OK


Cancel

Alejandra Damian

1387336

DO NOT DECEASED 
CONTACT

Current Addresses

[Personalize](#) |
 [Find](#) |
 [View 2](#) |
  |
 [First](#) |
 [1-3 of 3](#) |
 [Last](#)

Address Type	Address	Effective Date	Status	Updated By	Updated	Edit/View Address Detail
Home	DO NOT CONTACT	06/28/2017	Active	Susan Wachowski	06/28/2017 9:35:19AM	Edit/View Address Detail
Mailing	DO NOT CONTACT	06/28/2017	Active	Susan Wachowski	06/28/2017 9:35:19AM	Edit/View Address Detail
Other	1430 E Cass St Joliet, IL 60432-2661	06/28/2017	Active	Susan Wachowski	06/28/2017 9:35:19AM	Edit/View Address Detail

Add Address

Add Address Types

Effective Date: 06/28/2017 **Status:** Active

Country: USA United States

Address: [Edit Address](#) [Address List](#)

- * Home
- * Mailing
- Business