



# Notification of Death of a Student

---

**FULL POLICY CONTENTS**

Policy Number: S - 17

Scope	<b>Effective:</b> 4/21/1997
Policy Statement	<b>Last Updated:</b> 1/11/2023
Reason for Policy	
<b>ADDITIONAL DETAILS</b>	<b>Responsible University Office:</b>
History	<i>Division of Health Sciences at IUPUC</i>
	<b>Responsible University Administrator</b>
	<i>Division Head</i>
	<b>Policy Contact:</b>
	<i>Senior Administrative Assistant, 812-348-7250</i>

---

## Scope

Indiana University Purdue University Columbus (IUPUC) Division of Health Sciences students.

---

## Policy Statement

Any student, faculty, or staff member knowing of the death of a student, who is currently enrolled in the Division of Health Sciences, will notify the Division Head of Health Sciences. After confirmation of this information, the Division Head will notify other faculty and students as appropriate in Division of Health Sciences with whom the student has had current contact.

Notification of death must also be made to the Office of the Registrar through either a newspaper obituary or a copy of the death certificate. The documentation should be sent to the Office of the Registrar, who, in turn, will notify various offices on campus. The Registrar's Office will add a footnote to the student's transcript which reads "Account is Closed by Death" and the date of death. Notification of death should also be made to the Vice Chancellor and Dean of IUPUC.

The Division of Health Sciences will prepare letters of condolence to be signed by the Assistant Vice Chancellor for Academic and Student Affairs and Dean of Students and the Division of Health Sciences faculty and staff.

As the student's school has the authority to award a degree, it is the responsibility of the Admission, Progression, and Graduation (APG) committee to decide if a degree will be

conferred posthumously. As a general rule, the student must have been no more than one full semester away from degree completion to be considered for a posthumous degree. The Office of the Registrar will have the responsibility for ordering the posthumous degree upon notification from the APG Committee that such a degree will be awarded. If death occurred at another point in the student's program, the Division of Health Sciences may award a Certificate of Progression posthumously in recognition of progress made toward academic goals.

Once the Notification of Death has been received from the Office of the Registrar at IUPUC, it should be filed in the deceased student's academic file. The file should remain with those of that particular cohort and be filed in Archives once that class has been certified for graduation.

The Division Head will be responsible for the conferral of recognition about the death of a student after a decision has been reached regarding a degree/certificate.

---

## Reason for Policy

To recognize and respond to the unique circumstances created by the death of a student enrolled in a Division of Health Sciences program.

---

## History

Reviewed by Policy and Procedures Committee 1/29/2020

Approved by Faculty Staff Council 2/12/2020

Reviewed by Policy and Procedures Committee 1/5/2023

Approved by Faculty Staff Council 1/11/2023

Adapted from Division of Health Sciences Core policy number: S\_11.

Adapted from Division of Health Sciences Core policy number: H\_11, old policy number: VI-A-27.