

POLICY & PROCEDURES MANUAL
WAYLAND BAPTIST UNIVERSITY

Classification Number: 8.6.2

Revised: August 14, 2017

SUBJECT: DEATH OR INCAPACITATION OF A STUDENT

Death of a Student - When the death of a currently enrolled student is reported, the executive director of student services is notified immediately. When the student is enrolled at an external campus, the vice president of academic affairs is notified. Once the executive director of student services or vice president of academic affairs has confirmed the death, he or she takes the following steps:

1. notifies the president and the appropriate faculty
2. notifies the university registrar to set grades for all current courses to a non-punitive mark of "W" or "WP"
3. notifies the business office of the effective date of the assignment of the mark
4. notifies the university registrar to manipulate directory data to block mailings or other similar references to the deceased
5. notifies the financial aid office for adjustment of any grants or loans the student may have

Under the Family Education Rights and Privacy Act (FERPA, policy 8.1.1) a student's rights to their records expire upon death. The university may release copies of the student's records to the next of kin (e.g., spouse, parents, or children) with proof of identification, a written request for specific documents, and indication of use of the records. The university retains the rights of all documents received during the student's enrollment at Wayland Baptist University, including but not limited to transcripts from other institutions and test scores.

Incapacitation of a Student -