

Pennsylvania College of Technology

Procedure Statement

Title: Deceased Student

Number: PR 4.05

Approved by: Presidential Action

Approved Date: 7/1988

Implementation Date:

Last Review Date: 09/2025

Last Revision Date: 09/2025

Persons/Departments Affected:

Current students, parents, and departments College-wide

Responsible Department:

Student Affairs

Procedure:

- I. Updating of Deceased Student File
 - A. Upon notification, the Registrar will mark the student's file "deceased."
 - B. If a class schedule exists, the Registrar will withdraw the student from registered/scheduled classes issuing a "W" grade.
 - C. The Registrar will remove mailing address, phone and email address of student from the student information system.
 - D. Upon receipt of official documentation, the Registrar will notify Financial Aid, Student Affairs, Dining Services, the Bursar, Residence Life, Information Technology Services, and the student's academic advisor, faculty and school dean, as well as any other appropriate offices, of the student's death.
- II. The Bursar will generate the appropriate refund check, if any, to the legal estate of student, surviving spouse, or parents; the check will be delivered to Student Affairs.
- III. The Dean of Students will issue a letter of condolence and, if appropriate, the refund check.

IV. Recognition of Student

A. When notified of a student death, the Dean of Students will:

- i. Contact the Chief of Police to have College flags lowered to half-staff through the date of the funeral.
- ii. Order a memorial brick through General Services, which lists student's name, program/major, and date of death. The family will be notified when the brick is placed.
- iii. Ensure, whenever possible, that a representative from the College attends the student's visitation and/or funeral.
- iv. Notify Public Relations & Marketing for College announcement concerning the death and College response.

V. Handling of Potential Graduate

For students within 15 credits (or one semester as prescribed by the curriculum sequence, as set forth in the official College Catalog) of completion of a certificate or associate, within 30 credits (or two semesters) for baccalaureate, or at least 75% of the requirements for a master's degree or post-master's certificate), program faculty can recommend the awarding of a posthumous degree in accordance with [P 4.56](#) and [PR 4.56](#) – Posthumous Degrees.

Revision History:

Date: 09/2025 Updated terminology to match student information system conversion.

Date: 08/2023 Title and office changes; clarified language; added reference to Posthumous Degree Policy and Procedure

Date: 08/2011 New format and significant language changes.

Date: 09/2003

Cross References:

Deceased Student Policy, [P 4.05](#)

Posthumous Degrees Policy, [P 4.56](#)

Posthumous Degrees Procedure, [PR 4.56](#)