



For this reason, the Office of the Dean of Students is delegated the responsibility of coordinating the closing of a deceased student's records and accounts with the University and of contacting the Next of Kin when this is accomplished. *No other office*

4. Dean of the Student's College: upon notification will:
  - a. transfer the student's college file to the Office of the Dean of Students, which shall hold it for approximately one year before destroying it.
5. University Registrar: upon notification will take the following actions with effective dates that are commensurate with the date of death:
  - a. resign the student and/or authorize a "W" grade(s) for currently enrolled courses.
  - b. close all university records and cancel the student's future registration(s)
  - c. close the student's official records and take whatever actions are necessary to ensure the student's name is removed from the mailing and other lists maintained by the University.
  - d. record the date of death as provided by the Office of the Dean of Students.
6. Office of Bursar Operations: upon notification will:
  - a. prepare an accounting of the student's payments and debt to the University and prepare a list of other offices to be notified, which may include:
    - i. LSU Dining
    - ii. Residential Life

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c. remove the student from the list of students contacted for fines, outstanding books, etc.

10. Other Offices: the Office of the Dean of Students may notify other University offices on a need to know basis to include the following:

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4. Specific staff in HRMin order to manage issues regardingthe Employee Assistance Program, Workday access, benefits, leave, and any other relevant personnel items

5. Office of Information Technology

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communications while the family grieves immediately after the employee's death. The representative must be sensitive to the needs and wishes of the family and ask for a contact person that can provide funeral/memorial service details when known. T0.004 Tc f7 (0

The Office of the President will provide a letter to the Next of Kin to offer condolences on behalf of the University and to appropriately recognize the employee's contribution to the University.

In cases of employees with 10 or more years of service at LSU T0.004 Tc f7 (0