Objective:
To recognize and respond to the unique circumstances created by the death of a student enrolled in a School of Nursing Program.

Policy:
Any student, faculty, or staff member knowing of the death of a student, who is currently enrolled in the School of Nursing, will notify the Center for Academic Affairs. After confirmation of this information, by obituary or other means, the Assistant Dean for Student Affairs, or the directors on the Bloomington or Columbus campuses will notify other faculty and students as appropriate in School of Nursing 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 for Undergraduate Education or appropriate counterparts on the Bloomington and Columbus campuses.

The Chancellor’s Office and the Office of Vice Chancellor for Student Life and Diversity will prepare letters of condolence to be signed by the Chancellor and Vice Chancellor or appropriate counterparts on the Columbus and Bloomington campuses.

As the student’s school has the authority to award a degree, it is the responsibility of the appropriate School of Nursing 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 School of Nursing recorder on the respective IUB, IUPUC, IUPUI campus 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 School of Nursing will award a Certificate of Progression posthumously in recognition of progress made toward academic goals.

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

The Assistant Dean for Student Affairs or campus director will be responsible for the notification of the appropriate University and School of Nursing publications of the death of the student and the conferral
of recognition about the death of a student after a decision has been reached regarding a degree/certificate.

Approved by the CCNF Student Affairs Committee, 2-17-97
Ratified by the Corridor Council of Nursing Faculty, 4-21-97
Revision approved by Corridor Council of Nursing Faculty, 4-18-05
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Approved by Faculty Assembly 2-10-14