



<b>SUBJECT:</b>	Student Affairs		
<b>POLICY:</b>	306.4 Records of Deceased Students		
<b>PROCEDURE:</b>			
<b>EFFECTIVE:</b>	April 2012	<b>REVISED:</b>	<b>REVIEWED:</b> October 2021

## Introduction and Purpose

Upon a student’s death, education records are not protected under the Family Educational Rights and Privacy Act (FERPA). As such, the disposition of education records pertaining to a deceased student is not a FERPA issue but a matter of institutional policy.

## Policy

Great Falls College MSU maintains full discretion in deciding whether, and under what conditions, education records of deceased students should be disclosed.

The registrar’s office will not release education records except under the following conditions:

- The registrar’s office will release such records if the college receives a valid subpoena requesting records.
- The registrar’s office may choose to release records with the written authorization of the executor of the deceased student’s estate or next of kin, if an executor has not been appointed. Such individual would need to provide proof of the student’s death (i.e., death certificate or obituary notice).