



## Deceased Student Records Policy

The records of deceased students may only be released by the University Registrar. Records will be released to survivors in the following order of succession:

- the spouse at the time of death
- a parent
- the executor of the estate
- the eldest surviving child
- the eldest surviving sibling
- any surviving descendent

The petitioner must provide as much of the following student information as possible with a records request:

- name (and maiden name, if applicable)
- Social Security number
- the dates that the deceased student attended SC State
- death certificate (a photocopy is acceptable)

The petitioner must provide the following personal information with a records request:

- name
- address
- Telephone Number or Cell Number
- evidence that s/he is qualified to receive the records, based on the above criteria or, in the absence of evidence, a statement certifying same.
- Driver's License
- Verification of Relationship
- phone number
- signature
- date of request

The request should be addressed to the University Registrar, PO Box 8104, SC State University, Orangeburg, South Carolina 29117 or email: [registrar@scsu.edu](mailto:registrar@scsu.edu)