Procedures for Requesting Deceased Student Records

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
- 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.
- telephone number
- signature
- date of request

The request should be addressed to the University Registrar.