

## Bentley University

### Release of Academic Records Policy for Deceased Students

The following requirements protect the confidentiality of academic records upon the death of a former student or alumnus/a of the University.

The Office of the University Registrar will evaluate each request for the release of a transcript or other academic records of a deceased student or alumnu/a on the individual merits of that request and reserves the right to deny the request in whole, or to release only part of the academic records that are requested.

Unless required to do so by law, the University Registrar will not release the academic records of deceased students or alumni to the news media or for research purposes.

The closest living next-of-kin must submit a written request along with the following **notarized** documents in **English**:

1. Birth certificate of the requestor
2. Death Certificate of the former student or alumna/us

If there is no living next-of-kin, academic records may be requested by the executor or executrix of the estate or holder of power of attorney for the deceased. A written request along with a **notarized** copy of the executor statement or power of attorney in English is required.

If a duplicate diploma for a deceased alumna/us is requested, the next-of-kin must provide the same information as noted above. Additionally, the requestor must pay for the duplication of the diploma, as well as any postage.