

University of Baltimore

I-11.1 Student Bereavement Policy and Procedure

New policy approved by UFS 2/2/2016; by Provost Darlene B. Smith 5/25/2016; by President 6/17/2016

Effective Date: August 15, 2016

1. Purpose:

The University of Baltimore recognizes that students may experience the death of a loved one during the course of an academic term. To promote the general mental health of University of Baltimore students, this policy provides a formal process to allow grieving students the opportunity to be available for their families during times of death and grief.

This policy is not seen as a substitute for good communication between students and their faculty members around missed classes or assignments, but rather as a complement to that communication to assist students when they are grieving.

2. Definitions:

a. Bereavement leave here refers to those days a student may miss classes or assignments because the student is using the Bereavement Policy.

b. Calendar days include all days of the week, including weekends.

c. Group work is a formal assignment in a course that involves the grieving student and at least one other student in the completion of the assignment.

d. Missed academic work includes any assignments or tests in a course that a student would ordinarily be submitting or participating in were the student not using the Bereavement Policy.

e. Significant relationships can include, but are not limited to, the following:

- Uncle(s) or Aunt(s)
- Cousin(s)
- Niece(s) or Nephew(s)
- Legal In-Law(s)
- Grandparent(s)
- Step-Relation Individual(s)
- Child(ren) or Individual(s) for whom the Mourner had Legal Guardianship
- Parent(s) or Legal Guardian(s)
- Sibling(s)
- Spouse or Domestic Partner

f. Travel days will be calendar days.

3. Policy Statements:

a. With appropriate notification as described in this policy, students who opt to use the Bereavement Policy will be permitted up to five (5) calendar days of absence from classes and/or examinations to mourn the loss of an individual with whom they have a significant relationship.

b. With appropriate notification and permission as described in this policy, a student who has opted to use the Bereavement Policy may have up to two more calendar days excused from class or examination for travel related to the bereavement process. Travel days may be allowed for such trips as going to the home of the deceased, the family home of the student grieving, and/or the location of the funeral/services. Students opting to use the Bereavement Policy can appeal to the professor and/or Office of Community Life and Dean of Students if more travel days are needed. These requests will be handled on a case-by-case basis.

c. Unexcused absences already prescribed in a course syllabus should not be used in congruence with the Bereavement Policy.

d. The student who is mourning should be given a reasonable amount of days to make up any missed academic work.

e. The assignments a student missed while on bereavement leave should not be subject to deduction in scoring, as long as they are completed in a reasonable extended period of allotted time. The student is responsible for working with the professor to make up these assignments.

f. Students who opt to use this Policy must be in communication with their professor(s) about their missed assignments by the time they return to campus from bereavement leave.

g. Notification:

i. A student opting to use the Bereavement Policy must immediately notify via email the Dean of Students and his or her current course instructors if he or she will be taking bereavement leave. Notification must be made at the beginning of the mourning period (that is, within the first 24 hours, which counts as the first calendar day of the bereavement period).

ii. If the student is engaged in class group work or on any class team, she/he must also notify at least one member of her/his team as soon as the student knows she/he will be taking bereavement leave.

h. Proof of Death:

Students using the Bereavement Policy must provide proof of death for the individual(s) who is/are being mourned. Proof of the individual(s) death(s) should be submitted to the Dean of Students within fourteen (14) calendar days from start of the bereavement leave. Failure to provide documentation will result in the absences being considered unexcused.

Documentation of the death or funeral service attended should suffice as evidence of the death. Documentation can include but is not limited to:

- An obituary
- A copy of death certificate
- Program from funeral/services
- Signed letter of funeral service from the funeral home

4. Other

If there are any disputes between faculty and students when using this policy, the Dean of Students will be responsible for providing adjudication on the matter.

The University of Baltimore's Counseling Center is available to assist students and provide counseling services if so desired by the student.