

# University of Baltimore

## Student Bereavement Procedure

### **Purpose:**

To promote the general mental health of University of Baltimore's students by allowing them the opportunity to grieve and be available for the families during times of death and grief.

### **Excused Academic Days:**

All students who opt to use the Bereavement Policy should be given **five (5)** calendar days off to mourn the loss of an individual with a significant relationship. Unexcused absences already prescribed in the course syllabus should not be used in congruence with the Bereavement Policy. Significant relationships can include, but is 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) in which the Mourner had Legal Guardianship over
- Parent(s) or Legal Guardian(s)
- Sibling(s)
- Spouse or Domestic Partner

### **Traveling Day(s) System:**

Students should be allotted two days, in addition to the five mourning days, to travel to and from their respective locations. These locations include the home of the deceased, the home of the student grieving and/or the location of the funeral/services.

Travel days will be calendar days, 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.

### **Notification:**

Students must immediately notify via email either the Dean of Students or their professors if they will be taking bereavement leave. Notification should be made at the beginning of the mourning period. A friend or relative may make the contact, telling the professor or dean the full name and program of the student. 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.

### **Missed Academic Work:**

The University of Baltimore Student Government Association suggests that the student who is mourning be given a reasonable amount of days to make up any missed academic work that will not be completed as they mourn and/or travel.

- The allowance of days given for missed academic work should be equal to the number of days excused from class.
- The assignments missed should not be subject to deduction in scoring, as long as they are completed in reasonable extended period of allotted time. The student is responsible for working with the professor to make up these assignments.

### **Proof of Death:**

Any students who wish to use the Bereavement Policy should have proof of death for the individual(s) who is/are being mourned. Proof of the individual(s) death(s) should be submitted Dean of Students by the end of the allotted days and shown to the students professors. 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

### **Final Suggestions:**

The University of Baltimore Student Government Association has developed the aforementioned guidelines to serve as a foundation, not a barrier, for students to mourn a loss.

It is highly encouraged and recommended that students who opt to use this Policy be in constant communication with their professor(s) about their missed assignments and potential for extra excused, missed days.

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.

If the students opt to use the Policy, the information submitted by the student will be sent to the University of Baltimore's Counseling Center. The student will then have the voluntary option to continue with counseling services, if so desired.