

Towson University

Student Bereavement Procedure

Purpose:

To promote the general mental health of Towson University students by allowing them the opportunity to grieve and be available for their families immediately surrounding times of losing a loved one.

Providing Notice of Absence:

Students should notify their instructors of the death and impending absence prior to leaving campus or shortly thereafter.

Excused Academic Days:

All students who opt to use the Bereavement Procedure can have up to **three consecutive** academic days off surrounding the loss of a loved one. Unexcused absences already prescribed in the course syllabus should not be used in congruence with the Bereavement Procedure. Significant relationships can include, but are not limited to the following individuals:

- parents or legal guardians
- sibling(s)
- significant other, spouse or legal civil union partner
- uncle(s) or aunt(s)
- grandparent(s)
- cousin(s)
- niece(s) or nephew(s)
- legal in-law(s)
- step-Relation individual(s)
- child(ren) or individual(s) in which the student has legal guardianship over

Traveling Day(s) System:

Students should be allotted two days, in addition to the three mourning days, to travel to and from their respective locations.

Travel days will be calendar days, not academic days. Students opting to use the Bereavement Procedure can appeal to the professor and/or the department chair if more days are needed. These requests will be handled on a case-by-case basis.

Missed Academic Work:

Students should notify their instructors of the death and impending absence prior to leaving campus or shortly thereafter. The allowance of days given for missed academic work should be equal to the number of days excused from class. The student is responsible for working with the professor to make up these assignments. The assignments missed should not be deducted in scoring if they are completed in the extended period of allotted time. Faculty are not required to accommodate requests for additional dates.

Proof of Death:

No evidence of death is required to be provided. Students who opt to use this procedure should be in constant communication with their professor(s) about the missed assignments and potential for extra excused, missed days.

Students should submit an SOS form or e-mail SOS@towson.edu if they need support navigating their loss. SOS will provide support and help the student connect to resources.

Faculty should submit an SOS form if concerned about a student's well-being or could use additional support and resources.

If faculty or students experience a conflict associated with a bereavement absence, a report should be made to the department chair.

Updated: April 2024, SVP Senior Vice President for Student Affairs and University Life