

Student Bereavement Leave

Policy Information			
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Policy Owner:	VP Enrollment Management and Student Affairs	Council/Committee Recommendation:	Strategic Enrollment Management Committee
Responsible University Administrator:	VP Enrollment Management and Student Affairs	President Council Approved Date:	December 7, 2023

1. Purpose

- 1.1. To provide guidelines for Baptist Health Sciences University (University) students to seek bereavement leave.

2. Policy

- 2.1. University students who experience the death of an immediate family member, roommate, relative, or person of significant relationship may request a period of bereavement leave to be excused from class attendance and/or receive extended deadlines for assignments.
 - 2.1.1. If a student requests bereavement leave at the end of a term, then the student may receive an incomplete grade for a course(s), which may delay her or his degree progression.
 - 2.1.2. Because clinical placement is based on facility availability, a request for leave during a clinical assignment may affect a student's ability to complete that clinical component/assignment, so a student's degree progression may be delayed until or unless that clinical site/assignment becomes available.
- 2.2. A student may request up to three (3) class days of bereavement leave for an immediate family member, relative living in the student's home, or roommate. A student may request one (1) class day of bereavement leave for relatives not living in the student's home or person of significant relationship. These leave dates must be taken on the date of death through the day following the funeral.
 - 2.2.1. Accommodations for religious practices that may involve separating the dates for bereavement leave beyond the above-listed timeframe must be presented to the Dean of Students for approval.
- 2.3. On the designated days of bereavement leave, students will not be required to attend classes/labs and or submit assignments.
 - 2.3.1. The student will be afforded the opportunity to make up assignments, missed during the requested bereavement days without academic penalty. The make-up assignment must be completed within a reasonable amount of time as determined by the course instructor.

- 2.4. To obtain bereavement leave, students must make their request in writing to the Dean of Students by emailing Student.Life@BaptistU.edu. The request must include the name of the student, name of the deceased and the student's relationship to the deceased.
- 2.5. Students seeking exceptions to this policy (i.e., more than three (3) days of leave or for a person not listed in this Policy) should contact the Dean of Students in writing by emailing Student.Life@BaptistU.edu.

3. Definitions

- 3.1. Immediate family member: Includes parent, child, spouse, sibling, fiancé/fiancée, and grandparent(s) of the enrolled student.
- 3.2. Relative living in the student's home: Includes uncle, aunt, niece, nephew, or first cousin living in the enrolled student's home at the time of death.
- 3.3. Roommate: Any person with whom the enrolled University student shares a common living space, such as a residence hall room, house, and/or apartment.
- 3.4. Relative: Includes uncle, aunt, niece, nephew or first cousin.
- 3.5. Person of significant relationship: Includes godparent, girlfriend/boyfriend or a voluntary, intimate relationship that lacks romantic or familial obligation of the University student.
- 3.6. Class Days: Class days are defined as Monday through Saturday (Saturdays apply only to students who take Saturday classes) when classes are in session, excluding officially recognized Baptist University holidays.
- 3.7. Assignments may include but not limited to: Exams, quizzes, labs and other assignments that include a grade.

4. Procedure

- 4.1. Students seeking leave due to bereavement must contact the Dean of Students in writing as soon as practicable by emailing Student.Life@BaptistU.edu from their Baptist University official email account.
- 4.2. The student must provide the name of the deceased, the nature of their relationship with the deceased, and the dates for which the leave is requested.
- 4.3. Once the request has been received and verified, the Dean of Students will notify the Dean of the student's major division with the effective dates of the leave, and the Dean of the student's major division will then notify the student's advisor and course instructors.
- 4.4. Within seven (7) class days of the final date of the bereavement leave, the student must provide proof of the death to the Dean of Students in writing (e.g., an obituary, funeral program, or something similar for the individual for whom bereavement leave was requested. A student may present more than one document to demonstrate the relationship between herself or himself and the deceased.).
 - 4.4.1. If the student fails to provide sufficient documentation timely, then any assignments or class days missed are subject to the penalties/consequences as set forth in the syllabi of the affected courses.
- 4.5. It is the student's responsibility to contact each instructor upon return from bereavement leave to work out deadlines for assignments missed during the bereavement leave.

4.5.1. If a student requests bereavement leave at the end of a term, then the student may receive an incomplete grade for a course(s), which may delay her or his degree progression.

4.6. After a student is granted two requests for bereavement leave in a trimester/semester, a third request (or more) must be made to the Dean of Students and at his or her discretion determine approval for bereavement leave on a case-by-case basis.

5. Related Information

5.1. STU.5015 Standards of Student Conduct

5.2. STU.5004 Violations of University Policies or Standards of Student Conduct: Disciplinary Process and Sanctions

5.3. STU.5019 Student Responsibilities

6. Publications

Yes	Publication	Yes	Publication
	University Academic Catalog		University Website
	University Student Handbook		MyCampus
	University Faculty and Staff Handbook		Other University Publication: