Boundaries for Grief Absence Policy - map showing bereavement leave in relationship to the distance from Purdue University.

How to Report an Absence
Call the Office of the Dean of Students at 765-494-1747 to speak with a counselor regarding an absence.

Grief Absence Policy for Students
References: Part 2, Section VI, C or Part 5, Section I, B (make Bill of Student Rights A)

Policy Statement: Purdue University recognizes that a time of bereavement is very difficult for a student. The University therefore provides the following rights to students facing the loss of a family member through the Grief Absence Policy for Students (GAPS).

GAPS Policy: Students will be excused for funeral leave and given the opportunity to earn equivalent credit and to demonstrate evidence of meeting the learning outcomes for missed assignments or assessments in the event of the death of a member of the student’s family.

Scope: This policy applies to all full-time and part-time students currently enrolled in the Purdue University System.

Immediate Family: Students are eligible for up to three (3) days of excused absence over five (5) consecutive calendar days for the death of a spouse, parent, child, grandparent, grandchild or sibling, or a corresponding in-law or step-relative.

Relative living in the student’s home: Students are eligible for up to three (3) days of excused absence over five (5) consecutive calendar days for the death of an uncle, aunt, niece, nephew or first cousin living in the student’s home.

Relative: Students are eligible for one (1) day of excused absence for the death of an uncle, aunt, niece, nephew or first cousin.

In the event of the death of another family member or friend not explicitly included within this policy, a bereaved student should petition for grief absence through the Office of the Dean of Students (ODOS) by meeting individually with an ODOS staff member for case evaluation.

In addition, students may be granted additional absences to account for travel considerations, to be determined by the distance of the verified funeral services from the Purdue campus, as follows:

Within 150 mile radius of the Purdue campus, no additional excused absence days. Between 150-300 mile radius of the Purdue campus, one additional excused absence days. Beyond 300 mile radius of the Purdue campus, two additional excused absence days. Outside the 48 contiguous United States, four additional excused absence days.

A student should contact the ODOS to request that a notice of his or her leave be sent to instructors. The student will provide documentation of the death or funeral service attended to the ODOS. Given proper documentation, the instructor will excuse the student from class and provide the opportunity to earn equivalent credit and to demonstrate evidence of meeting the learning outcomes for missed
assignments or assessments. If the student is not satisfied with the implementation of this policy by a faculty member, he or she is encouraged to contact the Department Head and if necessary, the ODOS, for further review of his or her case. In a case where grades are negatively affected, the student may follow the established grade appeals process.

Effective July 1, 2011

Duke University

Policy - In the unfortunate event that you experience a personal tragedy or trauma such as, for example, a death in the family or personal injury or harm, please rest assured that the Trinity College Dean’s Office stands ready to assist and accommodate you in the aftermath. If you should suffer the loss of a parent, guardian, sibling, spouse, roommate, or other person close to you, your academic dean has the authority to provide a number of special accommodations, and when you are ready and able to consider them, will be happy to review them with you.

Procedure - If you experience a personal tragedy or trauma, please notify or have a roommate, friend, or family member notify your academic dean’s office. Your dean will immediately contact each of your instructors and ask them to assist you when you are ready and able to resume your studies. Your dean will also gladly help you access support resources in the local community, such as CAPS and the Religious Life staff, if that would be useful to you. Upon your return to campus, please arrange to meet with your academic dean to discuss options and strategies for catching up with missed academic work and for completing the semester successfully.

Among the options available through the dean’s office to assist students in tragic situations are the following:

- Alternate arrangements for completing coursework or being evaluated in a course
- A course load reduction
- Incompletes in one or more courses
- A waiver of continuation requirements

If you and your family believe it is not in your best interest to complete the semester, the options to withdraw or take a personal leave of absence are also available. If withdrawal from the college for the semester seems the best course of action, a tuition credit may be applied for a future semester.

In all these interactions your academic dean will try to understand your situation and needs and work with you and your family to determine what may be in your best interests academically, so that appropriate actions can be taken to assist you and facilitate your communications and interactions with your instructors.

We recognize that in the immediate aftermath of a tragic loss or injury, the farthest thing from your mind may be your academic situation. However, when you are ready and able to resume your studies or to take appropriate steps affecting your academic future, we in the Trinity College Dean’s Office pledge to help you in any ways that we can.

Ball State University

From Code of Student Rights and Responsibilities Section 1.6.9 Right to Funeral and Bereavement Leave

a. Students will be excused from class for funeral leave in the event of the death of a member of the student’s immediate family or household, including: father, mother, husband, wife, son, daughter,
grandfather, grandmother, grandchild, brother, sister, father-in-law, mother-in-law, daughter-in-law, 
son-in-law, stepfather, stepmother, stepson and stepdaughter. The number of excused absences 
allowed is determined by the distance of funeral services from Muncie, Indiana, as follows:

Three work days - Within 150 miles radius of Muncie

Four work days - Between 150-300 miles radius of Muncie

Five work days - Beyond 300 miles radius of Muncie

Seven work days - Outside of North America

If the student is unable to attend the funeral services, the student will be allowed three work days for 
bereavement.

b. In the event of the death of a student’s stepmother-in-law, stepfather-in-law, brother-in-law, sister-
in-law, uncle, aunt, nephew, and niece, students will be allowed one work day.

c. A student may contact the Office of Student Rights and Community Standards to request that an 
informational notice (without verification) be sent to the student’s instructor(s). The student will 
provide documentation to each instructor. Given proper documentation, the instructor will excuse the 
student from class and provide the opportunity to earn equivalent credit for assignments missed. If the 
student is not satisfied with the outcome, he or she may appeal as outlined in the Ball State University’s 
Procedure for Student Bereavement Leave Appeals. (See below.)

Procedures for Student Funeral and Bereavement Leave Appeals

A. To initiate a Funeral and Bereavement Appeal, the student must request a review of funeral and 
bereavement conflict by contacting (in person, by phone, or by letter) the faculty member, or in his or 
her absence the department chairperson. Students are strongly encouraged to request the review as 
soon as the funeral and bereavement conflict becomes apparent, but must request the review no later 
than ten (10) school days after the start of the next academic (fall, spring, or summer) semester 
following the semester or summer session in which the funeral and bereavement conflict occurred. The 
faculty member, or in his or her absence the department chairperson, must respond to the student’s 
request within ten (10) school days after receipt of the request.

B. If the matter cannot be resolved with the faculty member, the student must inform the department 
chairperson of the disagreement with the faculty member and present the student’s side of the dispute. 
The department chairperson will then attempt to resolve the dispute by consulting all affected parties.

C. If the department chairperson cannot resolve the dispute to the student’s satisfaction, the student 
may continue with the appeals process by contacting the Dean of the College in which the department 
resides. The Dean will then attempt to resolve the dispute by consulting all affected parties. If the Dean 
of the College cannot resolve the dispute to the student’s satisfaction, the student may appeal to the 
Provost and Vice President for Academic Affairs, who will consult all affected parties. The decision of the 
Provost and Vice President for Academic Affairs is final.

D. In the case that the faculty member involved in the appeal is the administrator next in the line of the 
appeal process, then the appeal will move directly to the next level.