

Student Bereavement Attendance Policy

St. Francis College understands that the loss of a loved one can be an extraordinarily difficult event in a student's life and that a student may need to miss class to attend funeral and/or memorial services. Students are entitled to **three consecutive calendar days of excused absence** from course meetings due to the death of a family member, subject to verification and approval by both the Office of Accessibility and Accommodations ("OAA") and Assistant Dean of Students Ruben Gonzalez. A family member is defined as a parent, sibling, spouse, child, grandparent, grandchild, aunt, uncle, niece, nephew, or cousin. Step-relatives and relatives-in-law are included under this policy as well.

Students needing to take bereavement leave should follow the procedures outlined below:

1. Students should submit a bereavement absence request to OAA via email (oaasfc@sfc.edu). In the request, students should identify their relationship to the deceased and identify the dates that they will need to miss class.
2. OAA will consult and collaborate with Dean Ruben Gonzalez on all bereavement absence requests and will respond to requests within 48 business hours. Once a decision has been made regarding the request, the student will be notified via email.
3. The student's professors will be notified of the student's excused absence(s) by OAA via email. The student will be copied on these emails. Only faculty of classes that will be missed will be notified. Please see below for a sample notification email.
4. Bereavement absence requests may be requested up to a week retroactively. For example: if a student misses a class the day they find out about the loss of a loved one, they can request the bereavement absence with OAA the following day and have the initial class missed covered under this policy.

In the event that a student must travel extraordinarily far (e.g., out of the country) due to the death of a family member, the duration of excused absence may be extended; this information should be included in the bereavement absence request to OAA if available at the time and, if not, should be emailed to OAA as soon as it is available. Please submit this information to OAA no later than one week after the initial bereavement request. Requests for this extension will be evaluated and/or granted on a case-by-case basis and will only be granted with verification of travel.

Sample bereavement absence notification email:

Dear Professor Smith,

This email serves as a notification that Jane Doe will be absent from your class on Wednesday (9/30/2020) and Friday (10/2/2020) due to the death of a family member. In accordance with St. Francis College's Student Bereavement Attendance Policy, these absences should be excused. This bereavement absence request has been processed by the Office of Accessibility and Accommodations and approved by Assistant Dean of Students Ruben Gonzalez.

Sincerely,

The Office of Accessibility and Accommodations

Assistant Dean of Students Ruben Gonzalez