

## Excused Absence for Bereavement

Update to IHP Student Handbook - effective March 1, 2020

*The following update to the Student Handbook information on attendance and excused absence has been reviewed by and incorporates feedback from SGA, OSAS, Academic Leadership Council, and Academic Council:*

**Student Bereavement** is an excused absence from Institute-related coursework and responsibilities (including clinical education, research, and other academic activities on and off campus) granted when a death occurs in a student's immediate family or similar close relationship. To initiate bereavement, students who experience such loss are to notify the Chair or Program Director of their academic program, their instructors, and their faculty advisor in writing (email) in advance of the absence.

Bereavement shall excuse a student for three (3) school days. If additional days are required due to travel or extenuating circumstances, students may request up to three (3) additional days by contacting the Chair/Director (who will communicate an update with relevant faculty/staff and the student). Honoring student privacy, the Chair/Director or designee will share information with faculty/staff on a need-to-know basis only.

Instructors will provide opportunities for bereaved students to earn equivalent credit for missed work, which may include, at the instructor's discretion, alternative assignments. Students will have a make-up period of five (5) school days for all coursework and related responsibilities, starting on their first day back to school. Students are encouraged to communicate with all of their instructors immediately upon return to school. Upon request from the Chair/Director or instructor(s), students must submit written documentation to the Chair/Director within their first week back at school. Examples of appropriate documentation include but are not limited to an obituary, travel documents, a note from a provider.

Related Resources for Students Who Experience Loss:

- The Student Assistance Program (SAP – [mghip.edu/health-and-wellness](http://mghip.edu/health-and-wellness)), a confidential counseling service open to all IHP students and their families, offers various supports related to grief. Students can meet with SAP counselors on campus in Building 39 – Student & Alumni Center or at any Partners EAP location.
- The Dean of Student and Alumni Services and OSAS staff members can also serve as resources to support students who experience loss.
- If a student determines that, following the loss of a loved one, an extended leave may be valuable, they are encouraged to meet with faculty advisor and consider the IHP's leave of absence policy (found in each program manual).
- Any student who believes that these bereavement procedures are not being implemented fairly should submit an IHP Student Concern form – [mghip.edu/current-students-student-resources/student-incident-report](http://mghip.edu/current-students-student-resources/student-incident-report).