

TO: **The University Senate**  
FROM: **University Senate Educational Policy Committee (EPC)**  
SUBJECT: **Grief Absence Policy for Students (GAPS)**  
DISPOSITION: **University Senate for Discussion**  
REFERENCES: Part 2, Section VI, C or Part 5, Section I, B (make Bill of Student Rights A)

Proposed

## Proposed Grief Absence Policy for Students

*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 West Lafayette, IN, as follows:

*Within 150 mile radius of West Lafayette-* No additional excused absence days

*Between 150-300 mile radius of West Lafayette-* One additional excused absence days

*Beyond 300 mile radius of West Lafayette-* 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.

First draft approved by the Student Affairs Committee: Thomas Atkinson, Zarjon Baha, Samantha Carey, Melissa Exum, Steven Hallett, Sally Hastings, Chad Jafvert, Steven Kimble, Stephen Konieczny, Brad Krites, James Ogg, Jessica Rombach, Joe Rust, Marion Trout, Thomas Templin, Li Zhang

Final version approved unanimously by EPC (Alsup, Dooley, Hawkins, Kay, Kirkwood, Kmec, Kubat, Luescher, Moriarty, Reed-Rhoads, Whittaker, Payne, Van Bogaert)