



- x The assignments missed should not be subject to deduction in scoring, as long as they are completed in the reasonable extended period of allotted time. The student is responsible for working with the professor to make up these assignments.
- x Per the Towson University Class Attendance/Absence Policy, Section II; Article IV, if compelling verifiable circumstances are beyond the control of the student, and the nature of the assignment makes it impossible for missed work to be completed, faculty members should attempt to make a reasonable adjustment of the assignment.

#### Proof of Death:

Any students who wish to use the Bereavement Procedure should have proof of the death of the individual(s) who is/are being mourned. Proof of the individual(s) death(s) should be submitted to Towson University's Division of Student Affairs by the end of the allotted days. Documentation of the death or funeral service attended should be submitted as evidence of the death.

- x This could include, but is not limited to: obituary, copy of death certificate, program from the funeral service, or a signed letter of funeral service from the funeral home.

#### Final Suggestions:

The Towson University Student Government Association and Graduate Student Association have developed the aforementioned guidelines to serve as a foundation, not a barrier, for students to mourn a loss.

It is encouraged that students who opt to use this procedure be in constant communication with their professor(s) about the missed assignments and potential for extra missed days.

If students opt to use the procedure, the information submitted by the student will be sent to the Division of Student Affairs' Counseling Center. The student will then have the voluntary option to continue with counseling services, if so desired.

*Supported by TU University Senate January 28, 2014*