

MFT Program Policy on Absence Due to Bereavement

Policy Availability

This policy is available to the public via the link to [Program Handbook and Policies](#) on the [MFT website](#).

Policy on Absence Due to Bereavement

The MFT Program recognizes that bereavement can be difficult times for students. The Program provides the following attendance exceptions for all full-time and part-time students currently enrolled in the MFT Program facing the loss of a family member.

In the event of the death of a member of the student's family, students will be excused for funeral leave and, should it be necessary (for example, if an exam is missed), given the opportunity to earn equivalent credit and to demonstrate evidence of meeting the student learning outcome for missed assignments or assessments

Immediate Family: Students are eligible for up to three days of excused absence over five 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 in this policy, a bereaved student can meet individually and petition for grief absence to Program faculty for case-by-case evaluation.

Students may be granted additional absences to account for travel. Such considerations will be determined by the distance of the verified funeral services from a student's home as follows:

- Within 150 mile radius of the student's home – no additional excused absence days;
- between 150-300 mile radius of the student's home – one additional excused absence day;
- beyond 300 mile radius of a student's home – two additional excused absence days;
- outside the 48 contiguous United States – four additional excused absence days.

Given proper documentation (written evidence of the death or funeral service attended), 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. In a case where grades are negatively affected, the student may follow the established grade appeals process.

