



KEAN

Bereavement Leave for Students

Kean University prioritizes wellbeing and is committed to the success of each student. In the event that a student experiences the death of a loved one during the course of an academic semester, the student may submit [a request for Bereavement Leave](#). Kean University recognizes the loss of a loved one compromises mental health and overall wellbeing. [Kean Counseling Center](#) is a beneficial resource that can support students through the grief process.

Students will be granted up to three (3) consecutive weekdays of bereavement leave for the death of an immediate family member. Requests for additional days will be considered to support bereavement needs. At any given point, the student may decide to take a short-term leave or withdraw from the semester. Additional information for requesting a leave of absence (including important information about potential impacts to financial aid) can be found [here](#).

Requests for bereavement leave are reviewed by the dean or dean's designee at each college. The student must provide appropriate documentation of their loss as soon as possible or immediately upon return. The dean's office will send a notice of the bereavement leave to the student's instructors. Upon return, the student is primarily responsible for contacting each instructor to arrange to make up missing assignments, papers, and/or examinations. Extensions and make-up work are at the discretion of the instructor with guidance from the dean's office of the college.

The following steps should be taken to ensure communication of bereavement leave between the student and Kean University:

- 1) The student submits [a request for bereavement leave](#) through Maxient as soon as possible within the impacted semester prior to the leave.
- 2) The student must provide appropriate documentation of their loss as soon as possible or immediately upon return. (Documents for review could be a death certificate, death announcement, obituary, funeral program or other document as determined by the dean.)
- 3) The dean of the college of the student's major will be notified.
- 4) An acknowledgement of the request is sent to the student in Maxient.
- 5) The dean's office will contact the student and provide academic resources.
- 6) The dean's office will communicate with all instructors and assigned advisors.

- 7) Immediately upon return, the student notifies each instructor and arranges a plan to support make-up assignments.

While Kean University understands the nature of the grief process varies according to the individual, there is an expectation that students adhere to the procedures in place to support bereavement leave. Any student who violates the [Student Code of Conduct](#) by failing to submit appropriate documentation or by submitting falsified documents will be referred to the Office of Student Accountability, Standards, and Education.