Academic Affairs Policy on Religious Holidays

Policy Statement

Philadelphia University is a nonsectarian educational institution and respects the diversity and religious needs of its affiliates. The University respects the rights of faculty, staff and students to observe religious holidays. While academic and personnel calendars do not incorporate religious holidays, the policy is intended to apply equitably to all religious groups and to provide opportunities to all to meet their religious obligations.

Students shall be excused from any such academic, athletics, or on-campus employment that conflicts with the observance of a religious holiday.

- Non-attendance of class, athletics or on-campus employment on religious holidays will be excused without penalty. No adverse or prejudicial effects will result because a student availed herself or himself of these provisions.
- Absence from classes or examinations for religious reasons does not, however, relieve students from responsibility for any part of the course work required during the period of absence. Students shall be provided with an opportunity to make up such examination, study, or work requirement which s/he may have missed because of such absence on any particular day.

Faculty observing religious holidays that conflict with their class schedule should give appropriate advance notice to students, as well as to the executive, associate or academic dean of their College to permit accommodation and alternate planning.

Policy Implementation

I. University offices:
   - The Office of Spiritual Development shall publish the interfaith calendar (http://www.philau.edu/studentdev/SpiritualDev/index.html)
   - The Office of Human Resources shall publish University calendar of holidays (http://www.philau.edu/humanresources)
   - The Office of the Provost shall announce this policy at the beginning of each semester. It will also be posted on the Provost’s Office Academic Resources web page (http://www.philau.edu/provost/resources.html)

II. Faculty will:
   - Consult the interfaith and University holiday calendars when scheduling exams and assignments;
   - Specify the dates of all exams and due dates of assignments on syllabi;
   - Note on the syllabi when classes rescheduled for religious holidays; and
   - Include the University syllabus statement on religious holidays:
     The University respects students’ rights to observe religious holidays. Students planning to be absent from a class due to religious observance shall notify the faculty as soon as possible. Absence from classes or examinations for religious reasons does not relieve students from responsibility for any part of the course work required during the period of absence. Professors shall work with students to ensure they have a reasonable opportunity to make up missed classes and assignments.
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III. Instructors, coaches and campus employers will inform students that students must:

- Notify their instructors, coaches, and on-campus employers as soon as possible, if they plan to be absent due to religious observance.

IV. Should disagreement arise over any aspect of this Policy, the parties involved should contact the following individuals:

- Faculty shall contact the Provost Randy Swearer at extension 2917.
- Students shall contact the Dean of Students Mark Govoni at extension 2740.
- Administrators, faculty members, staff members, employees or third-parties with an unlawful discrimination complaint arising from this policy should contact the assistant Vice President for Human Resources Kathryn Flannery at extension 2562.