

Religious Observance Policy

Indiana University East

Introduction

It is the policy of Indiana University, as it is also federal law, that instructors must reasonably accommodate students who want to observe their religious holidays at times when academic requirements conflict with those observances. University Faculty Council requires each campus to determine procedures for implementing this policy. Therefore, the Indiana University East Faculty Senate adopts the following policy.

Policy

Indiana University respects the right of all students to observe their religious holidays and will make reasonable accommodation, upon request, for such observances.

Implementation

The Office of the Registrar will prepare an illustrative list of dates for the major religious holidays (as specified by leaders of the local religious communities). This list will be included each semester in the Schedule of Classes and Registrar's web site along with this policy and with a note to the effect that students wanting accommodations for observance of other religious holidays should contact their instructors.

The Dean of Students makes available a [Request for Course Accommodation Due to Religious Observance Form](#) for student's use when requesting accommodation for a religious holiday. The student should submit the request by the second week of the semester to the Dean of Students for their signature. Upon receiving the Dean of Students signature, the student is responsible for submitting the form to the course instructor/s.

The instructor will return the completed form to the Dean of Students within the semester the absence occurred.

Request for Course Accommodation Due to Religious Observance

According to the Indiana University East Policy on Religious Holidays any student who is unable to attend classes or participate in any examination, study, or work requirement on some particular day or days because of his or her religious beliefs must be given the opportunity to make up the work that was missed or to do alternative work that is intrinsically no more difficult than the original exam or assignment.

The instructor and the student should discuss what a reasonable accommodation would represent. This could be the same work with a different due date, or a substantially similar exercise at another time. However, any accommodation that is mutually agreeable to both student and faculty member is acceptable.

Requests for accommodation for religious observance must be made in writing and **returned to the the instructor** by the end of the second week of the semester.

Course Information

Department _____ Course Number _____ Class Number _____

Instructor _____

Student Information

Name _____

Ten Digit University ID number _____

University E-mail Address _____ Phone _____

Pursuant to the IUE Policy on Religious Holidays, I request accommodation for a course activity scheduled for the following date:

Suggested accommodation (e.g. makeup examination) _____

Student Signature

Today's date

To be filled out by the IUE Dean of Student

This date _____ is an approved date according to the IUE list of dates for major religious holidays.

Signature of Dean of Students