

Title/Subject: **ACCOMMODATION OF RELIGIOUS OBLIGATIONS**

Applies to: faculty staff students student employees visitors contractors

Effective Date of This Revision: May 30, 2003

Contact for More Information: Office for Institutional Diversity and International Education

Board Policy Administrative Policy Procedure Guideline

Central Michigan University, as a public institution, does not observe religious holidays. However, it is University policy to permit students to be absent from classes or examinations for reason of observing religious holidays. Students are allowed to make up course requirements when they are unable to avoid a conflict between their academic and their religious obligations. Absence from classes or examinations caused by observing religious holidays does not relieve students from responsibility for any part of the course work required during the period of absence. **It is the obligation of students to provide faculty with written notice of the religious holiday they will be observing and the date on which they will be absent at least two weeks prior to the date of the religious holiday.** Students who miss classes or are absent on days of examinations or class assignments shall be offered an opportunity to make up the work, without penalty, unless it can be demonstrated that a make-up opportunity would interfere unreasonably with the delivery of the course. Should disagreement arise over any aspect of this policy, the parties involved should contact the Department Chair, the Dean of the College, or the Ombudsperson. Final appeals will be resolved by the Provost.

Similarly, every reasonable effort should be made to help faculty and staff avoid negative consequences when their religious and work obligations are in conflict. Reasonable common sense, judgment and the pursuit of mutual goodwill should result in the positive resolution of scheduling conflicts. The regular appeals and grievance processes for faculty and staff should be used if a mutually satisfactory arrangement cannot be reached.

Finally, offices scheduling on-campus events should consult university calendars in an effort to avoid conflict with major religious holidays. A list of major religious holidays will be made available on the Office for Institutional Diversity's web page (diversity.cmich.edu) and university calendars.

Central Michigan University reserves the right to make exceptions to, modify or eliminate this policy and or its content. This document supersedes all previous policies, procedures or guidelines relative to this subject.