

UNIVERSITY FACULTY SENATE RESOLUTION TO MODIFY FACULTY HANDBOOK AND STUDENT  
ATTENDANCE POLICIES CONCERNING RELIGIOUS HOLIDAYS:

- WHEREAS, the University of Delaware is committed to creating an educational community that is intellectually, culturally and socially inclusive, enriched by the contributions and full participation of persons from many different backgrounds, and
- WHEREAS, the University is sensitive to calendars of primary sacred times for world religions, while maintaining the policy not to cancel classes on religious holidays, and
- WHEREAS, it is beneficial for faculty and students to be aware of, and necessary for students to notify faculty concerning potential class absence due to, major religious holidays, and
- WHEREAS, revisions to the Faculty Handbook require Faculty Senate approval and the proposed revisions in this resolution result in changes to Student Attendance Policies outlined in the UD Academic Catalog, be it therefore
- RESOLVED, that the existing policy on Student Class Attendance and Excused Absences in the Faculty Handbook (modifications to current policy are shown in Attachment 1) and Student Attendance Policies as outlined in the UD Academic Catalog (modifications to current policy are shown in Attachment 2) be revised to:

Faculty Handbook

Section 3. Conduct of Academic Programs:

3.1 Instructional Program Policies

3.1.13 Student Class Attendance and Excused Absences

By action of the University faculty, the responsibility for defining attendance expectations is left to the individual faculty member, subject to the guidelines given below. Thus it is of great importance that early in each course the instructor make clear to each student what attendance expectations are, and how absences due to "relatively minor" illnesses, as described below, are to be communicated. The use of the syllabus to list attendance expectations and means of communicating about illnesses is recommended.

In inclement weather, when classes have not been cancelled, students should notify their faculty promptly if they are unable to attend class, as described in the policies on [Holding Classes and Inclement Weather](#).

It is the policy of the University of Delaware not to cancel classes on religious holidays. However, students and faculty are encouraged to exercise their own judgment pertaining to their attendance on these days. In addition, faculty are encouraged not to schedule examinations or require the submission of special assignments on the following days: the evening before as well as the first two days of Rosh Hashanah and Yom Kippur in the fall term, Good Friday and the evenings before and the first two days of Passover in the spring semester. To facilitate planning for the potentially large number of absences on these days the University shall include the dates of these holidays in the academic calendar. Adjacent to

each of these dates the academic calendar will include a reminder to consult the University policy on excused absences. The academic calendar will also include a link to a web site that maintains interfaith calendars of primary sacred times for world religions. As retrieved on March 21, 2011, the address for this site is: <http://www.interfaithcalendar.org/>.

Absences on religious holidays listed in University calendars are recognized as excused absences. Nevertheless, students are urged to remind the instructor of their intention to be absent on a particular upcoming holiday.

Absences on religious holidays not listed in University calendars, as well as absences due to athletic participation or other extracurricular activities in which students are official representatives of the University, shall be recognized as excused absences when the student informs the instructor in writing during the first two weeks of the semester of these planned absences for the semester. Absences due to similar events which could not have been anticipated earlier in the semester will be recognized as excused absences upon advance notification of the instructor by an appropriate faculty adviser or athletic coach.

Absences due to serious illness or death within a student's family, or other serious family emergency, are recognized as excused absences. To validate such absences, the student should present evidence to the Dean's Office of his or her college. The Dean's Office will then provide a letter of verification to all of the student's instructors for the term.

Absences due to serious personal illness (e.g., hospitalization, surgery, or protracted medical illness or convalescence) shall also be recognized as excused absences. To validate such absences, the student should present evidence of the illness to the Dean's Office of his or her college. Supportive evidence will be provided on the student's request by the Student Health Service directly to the respective Dean. Students who experience long-term absences of a week or more should consult with their Assistant Dean; in such cases, it may be possible to negotiate with faculty for the opportunity to take an incomplete grade, or a withdrawal may be more prudent. The student's Assistant Dean will give guidance in these matters.

For relatively minor, short-term illnesses of students (e.g., colds and flu, where attendance in class is undesirable) or their immediate family, the University system depends upon reasonable communication between students and faculty. If possible, students should report such illnesses before the affected class, following the directions of the instructor provided at the start of the term. (Rev. 5/96)

Absence due to short-term military duty in the National Guard or active reserve is recognized as an excused absence. To validate such an absence, the student should present evidence to the Dean's Office of his or her college. The Dean's Office will then provide a letter of verification to all of the student's instructors for the term.

Students are not to be penalized if absent from an examination, lecture, laboratory, or other activity because of an excused absence. However, students are fully responsible for all material presented during their absence, and faculty members are encouraged to provide opportunities, when feasible, for students to make up examinations and other work missed because of an excused absence.

Authority for excusing all class absences rests with the instructor, subject to the above mentioned guidelines. (Rev. 4/87; 3/95; 5/99; 4/10)

UD Academic Catalog

Undergraduate Programs

Academic Regulations for Undergraduates

University Attendance Policies

Class Attendance

Students are expected to attend all their scheduled classes and laboratories and not to be absent without adequate reason.

Deficiency in any required work resulting from absence from class must be made up to the satisfaction of the instructor.

A student who is absent from a course without adequate reason may be assigned a failing grade. Students who are registered as Auditors are subject to the same attendance regulations as those registered for credit. Those Auditors who are reported for their excessive absence from class will receive a grade of LW in the course.

By action of the Faculty Senate, the responsibility for defining attendance expectations is left to the individual faculty member, subject to the guidelines given below. Thus, it is of great importance that early in each course the instructor make clear to each student what the attendance expectations are, and how absences due to "relatively minor" illnesses, as described below, are to be communicated. Students should check the syllabus for attendance expectations and means of communicating about minor illnesses.

It is the policy of the University of Delaware not to cancel classes on religious holidays. However, students and faculty are encouraged to exercise their own judgment pertaining to their attendance on these days. In addition, faculty are encouraged not to schedule examinations or require the submission of special assignments on the following days: the evenings before as well as the first two days of Rosh Hashanah and Yom Kippur in the fall term, Good Friday and the evening before and the first two days of Passover in the spring semester. Access to interfaith calendars of primary sacred times for world religions is available at: <http://www.interfaithcalendar.org/>.

- a. Absence on religious holidays listed in University calendars is recognized as an excused absence. Nevertheless, students are urged to remind the instructor of their intention to be absent on a particular upcoming holiday.
- b. Absences on religious holidays not listed in University calendars, as well as absences due to athletic participation or other extracurricular activities in which students are official representatives of the University, shall be recognized as excused absences when the student informs the instructor in writing during the first two weeks of the semester of these planned absences for the semester. Absences due to similar events that could not have been anticipated earlier in the semester will be recognized as excused absences upon advanced notification of the instructor by an appropriate faculty advisor or athletic coach.
- c. Absences due to serious illness or death within a student's family are recognized as excused absences. To validate such absences, the student should present evidence to the Dean's Office

of his or her college. The Dean's Office will then provide a letter of verification to all of the student's instructors for the term.

- d. Absences due to serious illness of the student (e.g., hospitalization, surgery, or protracted medical illness or convalescence) shall also be recognized as excused absences. To validate such absences, the student should present evidence of the illness to the Dean's Office of his or her college. Supportive evidence will be provided on the student's request by Student Health Services directly to the respective Dean.

For relatively minor, short-term illnesses of students (e.g., colds and flu, where attendance in class is undesirable), or their immediate family, the University system depends upon reasonable communication between students and faculty. If possible, students should report such illnesses before the affected class, following the directions of the instructor as provided at the beginning of the semester.

- e. Absence due to short-term military duty in the National Guard or active reserve is recognized as an excused absence. To validate such an absence, the student should present evidence to the Dean's Office of his or her college. The Dean's Office will then provide a letter of verification to all of the student's instructors for the term.
- f. Students are not to be penalized if absent from an examination, lecture, laboratory, or other activity because of an excused absence. However, students are fully responsible for all material presented during their absence, and faculty are encouraged to provide opportunities, when feasible, for students to make up examinations and other work missed because of an excused absence.

Authority for excusing all class absences rests with the instructor.

## ATTACHMENT 1

### TO ACCOMPANY RESOLUTION TO MODIFY FACULTY HANDBOOK CONCERNING RELIGIOUS HOLIDAYS

#### Existing Policy in the Faculty Handbook (strikethrough text to be deleted; underlined text to be added)

#### Section 3: Conduct of Academic Programs

##### 3.1 Instructional Program Policies

##### 3.1.13 Student Class Attendance and Excused Absences

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For relatively minor, short-term illnesses of students (e.g., colds and flu, where attendance in class is undesirable) or their immediate family, the University system depends upon reasonable communication between students and faculty. If possible, students should report such illnesses before the affected class, following the directions of the instructor provided at the start of the term. (Rev. 5/96)

Absence due to short-term military duty in the National Guard or active reserve is recognized as an excused absence. To validate such an absence, the student should present evidence to the Dean's Office of his or her college. The Dean's Office will then provide a letter of verification to all of the student's instructors for the term.

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Authority for excusing all class absences rests with the instructor, subject to the above mentioned guidelines. (Rev. 4/87; 3/95; 5/99; 4/10)

## ATTACHMENT 2

### TO ACCOMPANY RESOLUTION TO MODIFY STUDENT ATTENDANCE POLICIES AS OUTLINED IN THE UD ACADEMIC CATALOG CONCERNING RELIGIOUS HOLIDAYS

**Existing Student Attendance Policies in UD Academic Catalog (strikethrough text to be deleted; underlined text to be added)**

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c. Absences due to serious illness or death within a student's family are recognized as excused absences. To validate such absences, the student should present evidence to the Dean's Office of his or her college. The Dean's Office will then provide a letter of verification to all of the student's instructors for the term.

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