

Approaching Professors for Excused Absences on Religious Holidays

It is the policy of the University of Delaware not to cancel classes on religious holidays. However, students of University of Delaware have a right to expect that your professors will provide accommodations when notified of your absence for religious holiday observations. You will not be penalized if absent from an examination, lecture, laboratory or other activity because of an excused absence. It is your responsibility for all material presented during your excused absence. And finally, authority for excusing all class absences rests with the instructor.

Definition of Excused Absences

Excused Absences are considered absences on religious holidays listed in University calendars. Professors 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
- Good Friday
- The evenings before and the first two days of Passover

In addition, absences on religious holidays not listed in University calendars shall also be recognized as excused absences if and when the student informs the professor in writing during the first two weeks of the semester of these planned absences for the semester.

The Student's Responsibilities

1. Inform the professor of any intended absences for religious holidays in advance.
 - a. Provide the professor with a written notification by email. Save all correspondence for your records. An example of a notification email is provided below.
 - b. Make sure to clearly inform the professor during the first two weeks of the semester if the holiday is not listed in University calendars.
 - c. Indicate that you will be absent on the specific date(s) due to a religious holiday.
 - d. A few days before your absence, follow-up with the professor to remind him/her of your intent to be absent and to arrange with the professor to make up any assignments or examinations due to the excused absence.
2. All material presented during your absence is your responsibility.

Difficulties

It is expected that students who follow the procedures for notifying faculty of their religious observances, as outlined above, should have no difficulties obtaining excused absences during the semester. Should you have any difficulties with a religious holiday notification, please email the chair of the department of the faculty member to address the issue. If the issue is not resolved to your

satisfaction, you may contact the Office of Dean of Students (DeanofStudents@udel.edu) at 302-831-8939 or the Office of Equity & Inclusion (oei@udel.edu) at 302-831-8063. The administrators in these offices will work with you to resolve any difficulties.

Notification Email Example:

Dear Professor,

This email is to inform you of my need for a religious holiday accommodation on (date) for (name the holiday). I understand that I am responsible for making up the work and getting notes from a classmate. Please confirm that this absence will be excused, as detailed in the Undergraduate Catalog and in the Religious Holidays policy, and not counted toward the number of allowed absences for the semester.

Thank you,

(Name)