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Responsible University Administrator:
Senior Vice Chancellor for Academic Affairs

Responsible University Office:
Academic Affairs

Policy Contact:
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Chancellor for Curriculum and Programs •
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Religious Observances

Deans, department chairs, and program directors are asked to make every effort to avoid scheduling meetings or events at times that would exclude faculty who are observing a religious holiday from participation.

STAFF AND SUPERVISORS:

Staff members anticipating an absence due to religious observances should provide reasonable and advance notice to their Supervisor. Supervisors are asked to be supportive of staff members who request vacation or personal time to observe a religious holiday and to make every effort to avoid scheduling meetings or events at times that would exclude such staff members from participation.

STUDENTS:

Students anticipating an absence or missed coursework due to religious observances should provide reasonable and advance notice to their instructor for the purposes of identifying and developing an appropriate accommodation. Students are asked to consider that it is more difficult to arrange appropriate accommodations in some kinds of courses – for example, those that have certain kinds of laboratories or a significant experiential learning component – so students should consider their need for accommodation for religious observances as they plan their schedule each semester. Students should recall that not every course is offered every academic year. Being absent from class or other educational responsibilities does not excuse students from keeping up with any information shared or expectations set during the missed class(es). Students are responsible for obtaining the materials and information provided during any class(es) missed. The student should work with their instructor to determine a schedule for making up missed work. Students who have questions and/or concerns related to this policy are encouraged to contact their instructor, academic dean, and/or the Office of Academic Affairs.

FACULTY:

Upon receipt of reasonable and advance notice from a student, faculty are asked to make appropriate accommodation for students’ observance needs by providing an opportunity to make up any examination, study, or work requirement that is missed because of an absence due to a religious observance. Faculty are encouraged to consult with their academic dean and/or the Office of Academic Affairs if they have questions and/or if they need assistance in developing an appropriate accommodation for religious observances.

Faculty anticipating an absence due to religious observances should provide reasonable and advance notice to their Supervisor and all impacted students.

Additional Contacts

Subject	Contact	Phone & Email	Additional Contact Information
	Academic Affairs	402.554.2262 academic.affairs@unomaha.edu	
	Office of Diversity, Equity, Access and Inclusion	402.554.2120 uno_deai@unomaha.edu	
	Human Resources	402.554.4481 lwakefield@unomaha.edu	

Related Information

[Interfaith Calendar](#)

History

Policy approved by the Chancellor Cabinet on December 16, 2020.

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