



RU Policy No. 0.15

Responsible Division: Office of Academic Affairs

Originally Issued: 02/2004

Last Revised: 08/2018

Revised Effective Date: 08/2018

Religious Holidays Policy (for Students)

Policy Statement

Roosevelt University prides itself on fostering an environment where students of all backgrounds feel safe and accepted. To that end, this Policy addresses a student's right to request from a faculty member a religious accommodation.

The University reserves the right to modify or amend this Policy at any time, at its sole discretion. Any change to this Policy will become effective at the time designated above, and the changes will apply to both prospective students and those already enrolled. This Policy does not constitute an express or implied contract between Roosevelt University and any past, present, or prospective student, employee (including administrator, faculty, or staff), contractor, or volunteer. Unless otherwise stated, the term "Employee" as used in this Policy shall refer to all employees (including administrators, faculty, and staff), contractors, and volunteers.

Policy

Roosevelt University respects the rights of students to observe major religious holidays and will make accommodations, upon request, for such observances.

A student who wishes to observe a religious holiday must inform their instructor, in writing, within the first two (2) weeks of each semester, of their intent to observe the holiday so that alternative arrangements convenient to both the student and faculty member can be made at the earliest opportunity. A student who timely requests and receives approval of a religious accommodation will not be required to attend classes or take examinations on the designated days, and faculty must provide reasonable opportunities for such students to make up missed work and examinations. All missed work, including papers and examinations, must be made up. A student who does not timely request or is otherwise denied approval of a religious accommodation is expected to attend class and take required examinations as usual.

Entities Affected by this Policy

All Divisions of the University.

Related Documents

None.

Revision and Implementation

The Provost and Executive Vice President for Academic Affairs shall have the authority to revise this Policy, subject to the approval of the President's Executive Council (if required).

The following shall have the authority to establish any procedures necessary to implement this Policy:

- Provost and Executive Vice President for Academic Affairs;
- Vice President for Human Resources/Chief Human Resource Officer; and
- Vice President for Student Affairs and Dean of Students.