



February 11, 2009

MEMORANDUM

To: Council of Deans, Department Chairs, and Directors

From: Anne E. Rowe
Dean of the Faculties and Deputy Provost

Re: Policy on Observance of Religious Holy Days

Please be attentive to the University policy on the observance of holy days and remind your faculty of the policy. This policy appears in the *Faculty Handbook* at <http://facultyhandbook.fsu.edu/>, Section 7, under *Religious Holy Days*, and in the *General Bulletin 2008-2009* at http://registrar.fsu.edu/bulletin/undergrad/info/acad_regs.htm#ClassAttendance. This memorandum is available on the Dean of the Faculties website at <http://dof.fsu.edu/generalinfo.htm> under *University Policies*. All reasonable efforts should be made to ensure that observers of holy days are not penalized for missing exams or other class work scheduled during these absences and that make-up exams or other procedures are established to provide an opportunity to complete any missed work.

Florida State University policy on **student** observance of religious holy days provides:

1. Each student shall, upon notifying his or her instructor in advance, be excused from class to observe a religious holy day of his or her faith.
2. While the student will be held responsible for the material covered in his or her absence, each student shall be permitted a reasonable amount of time to make up the work missed.
3. Instructors and University administrators shall in no way arbitrarily penalize students who are absent from academic or social activities because of religious holy day observance.

Students who feel that this policy has been improperly applied in specific instances should be referred to the Grievance Procedure in the *General Bulletin 2008-2009* at http://registrar.fsu.edu/bulletin/undergrad/info/acad_regs.htm#AcademicHonor.

The Florida State University policy also provides that "a **faculty member** who wishes to observe a religious holy day shall notify the department chair or academic dean as soon as possible in order that arrangements may be made for the meeting of classes and the performance of other scheduled activities."

cc: President Wetherell
Vice Presidents
Dr. Jayne Standley
Ms. Kimberly Barber