Feb. 17, 2016

To: All DU faculty members

From: Gary Brower, University Chaplain

Dear colleagues,

The weather is beginning to turn our attention to spring, and for many of us that means working on syllabi and programming schedules.

As you may recall, the provost and I recognize that the knowledge of the occurrence of religious holy days is important to a campus that strives for inclusive excellence. So we have decided to send the following list out to the Administrative Council and other critical managers (as well as to faculty). The list below is not meant to be comprehensive, but rather highlighting holidays that have presented scheduling challenges in the past.

As a reminder, DU does not officially recognize ANY religious holidays, (nor is this, by any means, a comprehensive list), but these days of observance are highly important to their traditions and affect a significant portion of students, faculty and staff at DU. I appreciate your, and your faculty's/staff's, sensitivity as you plan for the months ahead.

*Holy/Good Friday (Christianity):* March 25

*Easter (Christianity):* March 27

*Passover (Judaism):* April 22 (eve) - 30

*Shavuot (Judaism):* June 11 (eve) - 13

A more comprehensive list of religious days of observance, as well as a link to an Interfaith Calendar, can be found at my website.

We at DU have endeavored to celebrate our religious diversity and allow for its expression by members of various traditions. A copy of the Religious Accommodations Policy can be found at the Religious & Spiritual Life website.

I have received requests for language that might be added to syllabi about religious accommodations. I simply add the following to mine:
Religious Accommodations

University policy grants students excused absences from class or other organized activities or observance of religious holy days, unless the accommodation would create an undue hardship. Faculty are asked to be responsive to requests when students contact them IN ADVANCE to request such an excused absence. Students are responsible for completing assignments given during their absence, but should be given an opportunity to make up work missed because of religious observance.

Once a student has registered for a class, the student is expected to examine the course syllabus for potential conflicts with holy days and to notify the instructor by the end of the first week of classes of any conflicts that may require an absence (including any required additional preparation/travel time). The student is also expected to remind the faculty member in advance of the missed class, and to make arrangements in advance (with the faculty member) to make up any missed work or in-class material within a reasonable amount of time. The student is to be trusted that he/she will observe the holy day as promised; no proof will be expected.

If you have any questions or concerns as to how these holy days are observed in their traditions, please don’t hesitate to contact me.

Blessings as we plan for the coming months!

Gary