

## ACADEMIC AFFAIRS RELIGIOUS HOLIDAYS POLICY

### Purpose Statement

The purpose... The purpose of this policy is to accommodate students who wish to observe recognized or unrecognized religious holidays.

### Policy

Ferris State University will make reasonable accommodations for students who are absent from the University in observance of religious holidays. It is the responsibility of the student to notify the faculty in writing during within the first week of the ~~semester~~ first scheduled class meeting of their intention to be absent from class on their day(s) of religious observance. Upon formal notification, the faculty will excuse the student from the class, labs, and clinics for the holiday(s) and allow the student to make up missed exams; however, the student is responsible for completion of all missed work within a reasonable time as determined by the faculty.

Requests for absence to participate in religious activities, other than recognized religious holidays, are not recognized by the University as excused absences. The student may present such a request to the faculty during the first week of the semester and the faculty may approve such an absence at ~~his or her~~ their discretion. If the ~~instructor~~ faculty approves the absence, the student is responsible for completion of all missed work within a reasonable time as determined by the faculty.

If a student disagrees with the faculty member's determination, the student may make a written appeal to the ~~dean of the student's college~~ department chair, head, or director. If a student disagrees with the department's determination, the student may make a written appeal to the dean. The decision of the dean is final.

### Audience

The intended audience for this policy is students and faculty.

### Definitions

Reasonable Accommodations: adjustments to class schedules to allow students to observe religious holidays.

Formal Notification: written notification via university approved communication platform (email or chat), student success management system, or learning management system.

### Contacts

For questions regarding this Policy, contact the Office of the Provost at [AcademicAffairs@ferris.edu](mailto:AcademicAffairs@ferris.edu).

## **Related Documents**

Federal Government Office of Human Resources – Holidays

<https://www.commerce.gov/hr/employees/leave/holidays>

Michigan – State Holidays - <https://www.michigan.gov/som/government/state-holidays>

Ferris State University Holidays list -

[https://www.ferris.edu/administration/academicaffairs/Forms\\_Policies/holidays.htm](https://www.ferris.edu/administration/academicaffairs/Forms_Policies/holidays.htm)

## **History**

This policy was created on 11/12/1999, Policy No. 99:6.