

III-5.10(A) UNIVERSITY OF MARYLAND POLICIES AND PROCEDURES
CONCERNING ACADEMIC ASSIGNMENTS ON DATES OF
RELIGIOUS OBSERVANCES

APPROVED BY THE PRESIDENT 1 AUGUST 1991; amended
March 28, 2006

A. Policy

It is the policy of UMP that students not be penalized in any way for participation in religious observances. Students shall be allowed, whenever practicable, to make up academic assignments that are missed due to such absences. It is the student's responsibility to contact the instructor for each course in which work is missed, and make arrangements for make-up work or examinations.

1. Procedure

The student is responsible for providing written notification to the professor within the first two weeks of the semester. The notification must identify the religious holiday(s) and the date(s).

The student shall hand the written notification to the instructor personally to avoid problems with collecting mail from mailboxes or e-mail. The process should be confidential.

2. Examinations and Assignments

The make-up examination or substitute assignment must be at a time and place mutually agreeable to the instructor and student, cover only the material for which the student was originally responsible, and be at a comparable level of difficulty with the original examination. In the event that a group of students requires the same make-up examination or substitute assignment, one time and place may be scheduled. The make-up assessment or substitute assignment must not interfere with the student's regularly scheduled classes or in-class final examination.

3. Classwork

Students are responsible for information and material missed on the day(s) of absence. Students absent for religious observance may request any materials given out during the absence. Students shall be given a reasonable time to make up class assignments.

B. Complaints

1. A student may file a complaint about an instructor who he or she believes has not complied with this policy. Such complaints should be:
 - a. in writing;
 - b. to the Department Chairperson;
 - c. state the specifics of the complaint.
2. The Department Chairperson shall review the complaint and meet with the instructor and the student to resolve the complaint.
3. A copy of the complaint is to be maintained by the Department Chairperson.
4. A student is not to be penalized in any way for filing a complaint.
5. If the student believes his or her final grade was affected by the filing of a complaint, recourse is available under UMCP Policy III-1.20(A), Procedures For Review of Alleged Arbitrary and Capricious Grading.

C. Academic Schedule

The President may specify certain dates within the academic calendar which, for reasons of religious observance by a large number of student and faculty, may not be used to administer examinations or tests, and may not be set as due dates for assignments.

To avoid the likelihood of religious observances scheduling conflicts, it is recommended that professors avoid scheduling exams or field trips on major religious holidays.

During orientation period, advisors and students should work together to avoid religious observances scheduling conflicts. When planning their classes, students should consider the likelihood that they might be absent multiple times from a given course. Students should choose lab and discussion sections accordingly.

D. Implementation

During the registration period, students will be informed of the policy and procedures through *Testudo*.

Instructors are encouraged to include a paragraph in their course syllabi describing the policy on religious observations. TAs should be informed of the above policy.