

**Effective:** 12-16-2020

**Last Revised:** 12-16-2020

**Responsible University Administrator:**  
Senior Vice Chancellor for Academic Affairs

**Responsible University Office:**  
Academic Affairs

**Policy Contact:**  
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## Religious Observances

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### **Scope**

This policy applies to all University of Nebraska at Omaha (UNO) faculty, staff, and students.

### **Policy Statement**

All UNO offices are asked to be sensitive to the needs of faculty, staff, and students who are observing a religious holiday.

### **Reason for Policy**

UNO recognizes the diverse faith traditions represented among its campus community and supports the rights of faculty, staff, and students to observe according to these traditions.

### **Procedures**

**DEANS, DEPARTMENT CHAIRS, AND PROGRAM DIRECTORS:**

Deans, department chairs, and program directors are asked to make every effort to avoid scheduling meetings or events at times that would exclude faculty who are observing a religious holiday from participation.

**STAFF AND SUPERVISORS:**

Staff members anticipating an absence due to religious observances should provide reasonable and advance notice to their Supervisor. Supervisors are asked to be supportive of staff members who request vacation or personal time to observe a religious holiday and to make every effort to avoid scheduling meetings or events at times that would exclude such staff members from participation.

**STUDENTS:**

Students anticipating an absence or missed coursework due to religious observances should provide reasonable and advance notice to their instructor for the purposes of identifying and developing an appropriate accommodation. Students are asked to consider that it is more difficult to arrange appropriate accommodations in some kinds of courses – for example, those that have certain kinds of laboratories or a significant experiential learning component – so students should consider their need for accommodation for religious observances as they plan their schedule each semester. Students should recall that not every course is offered every academic year. Being absent from class or other educational responsibilities does not excuse students from keeping up with any information shared or expectations set during the missed class(es). Students are responsible for obtaining the materials and information provided during any class(es) missed. The student should work with their instructor to determine a schedule for making up missed work. Students who have questions and/or concerns related to this policy are encouraged to contact their instructor, academic dean, and/or the Office of Academic Affairs.

**FACULTY:**

Upon receipt of reasonable and advance notice from a student, faculty are asked to make appropriate accommodation for students’ observance needs by providing an opportunity to make up any examination, study, or work requirement that is missed because of an absence due to a religious observance. Faculty are encouraged to consult with their academic dean and/or the Office of Academic Affairs if they have questions and/or if they need assistance in developing an appropriate accommodation for religious observances.

Faculty anticipating an absence due to religious observances should provide reasonable and advance notice to their Supervisor and all impacted students.

**Additional Contacts**

Subject	Contact	Phone & Email	Additional Contact Information
	Academic Affairs	<a href="tel:402.554.2262">402.554.2262</a> <a href="mailto:academic.affairs@unomaha.edu">academic.affairs@unomaha.edu</a>	
	Office of Diversity, Equity, Access and Inclusion	<a href="tel:402.554.2120">402.554.2120</a> <a href="mailto:uno_deai@unomaha.edu">uno_deai@unomaha.edu</a>	
	Human Resources	<a href="tel:402.554.4481">402.554.4481</a> <a href="mailto:lwakefield@unomaha.edu">lwakefield@unomaha.edu</a>	

## **Related Information**

[Interfaith Calendar](#)

## **History**

Policy approved by the Chancellor Cabinet on December 16, 2020.

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