

MEMORANDUM

TO: Deans, Directors, Department Chairs and University Faculty
FROM: Anne Veeger, Ph.D. Vice Provost, Academic and Faculty Initiatives
DATE: January 12, 2024
SUBJECT: Military Duty, University-Sanctioned Events and Religious Holidays

As the spring semester approaches, I want to remind faculty of policies regarding absences due to religious observances, and students participating in university-sanctioned events, including athletics, and alert you to the new policy on absences due to military service.

Please familiarize yourself with the University Manual policies on religious observance (6.20.10 and 8.51.11), military service (8.15.12) and university-sanctioned events (8/15/13) and ensure that your course expectations and grading policies are consistent with these provisions. Students should not be penalized or receive grades of 0 for assignments or assessments missed due to these absences.

In addition, when there is leeway in scheduling a program, meeting or other gathering, conflicts with religious observances should be taken into consideration. Faculty are encouraged to review the calendar of religious holidays as they establish their semester calendar of assignment due dates and exams. A list of religious holidays is available [here](#).

6.20.10 Policy on Religious Observance. *No faculty or staff member, administrator or student shall be discriminated against because of religious beliefs or practices.*

We ask faculty to be sensitive to requests from students for accommodation on these days. Students who do not attend class or lab on the first two days of a semester due to their observance of religious holy days should not be dropped from the roster, nor should students be penalized for missing class at any time during the semester for a religious observance. Students are, however, responsible for informing their instructors in advance that they will be missing class and they are responsible for making up any missed work. If faculty are planning to cancel classes for their own observance of religious holy days, please ensure that your students know in advance that you will not be holding class and what alternate arrangements, if any, you have made.

Sections [8.51.11 - 8.51.15](#) of the *University Manual* (<http://web.uri.edu/manual/chapter-8/chapter-8-4/>) outline the policy and appropriate accommodations for religious, military duty, jury duty and other University-sanctioned events:

8.51.11 *Students who plan to be absent from classes or examinations for religious holy days that traditionally preclude secular activity (see [6.20.11](#) for how such information is made available) shall discuss this with the appropriate instructor(s) in advance of the holy day. The instructor(s) shall then make one of the following options available:*

a) the same quiz, test, or examination to be administered either before or after the normally scheduled time; b) a comparable alternative quiz, test, or examination to be administered either before or after the scheduled time; c) an alternative weighting of the remaining evaluative components of the course which is mutually acceptable to the student and instructor(s).

8.15.12 *In accordance with 38 U.S.C. 3691A(a-c), students who may be absent from classes or examinations due to an unexpected United States Armed Forces (i.e., active duty, inactive duty, training, or state service) and / or National Guard duty assignments / period of service shall not: 1) receive a failing grade, 2) have their grade point average reduced, 3) have their absence characterized as unexcused, or 4) have a financial penalty assessed if withdrawal or leave of absence occurs from receiving orders for service. Further, if students take a leave of absence from a course(s), a grade of incomplete must be assigned and an opportunity to complete the course / term after the duty assignment / period of service must be provided.*

Students who may be absent from classes or examinations for such aforementioned duty assignments / periods of service shall discuss any known attendance or scheduling conflicts with the appropriate instructor(s) at the beginning of the semester or as soon as they arise. For students with absences occurring for duty assignments / periods of service not expected to extend beyond the end of an academic term or not requesting leave of absence or withdrawal, the instructor(s) shall make one of the following options available:

a. the same quiz, test, or examination to be administered either before or after the normally scheduled time; b. a comparable alternative quiz, test, or examination to be administered either before or after the scheduled time; c. an alternative weighting of the remaining evaluative components of the course which is mutually acceptable to the student and instructor(s).

8.51.13 *Students who expect to be absent from classes or examinations for **University sanctioned events** shall discuss this with the appropriate instructor(s) at least one week in advance of the sanctioned event(s). The instructor(s) concerned shall then offer the student an alternative listed in section 8.51.11. For these purposes, University-sanctioned events shall be those events approved for class excuses by the Provost and Vice President for Academic Affairs, a Vice President, a Dean, or the Director of Intercollegiate Athletics. No event shall be regarded as University sanctioned until the Provost and Executive Vice President for Academic Affairs has been notified. Disagreements over the validity of an event being categorized as University sanctioned shall be mediated by the Provost and Executive Vice President for Academic Affairs. If agreement cannot be reached, the Provost and Executive Vice President for Academic Affairs shall decide the matter and that decision shall be final.*

8.51.14 *Students who have state or federal service obligations required by law (e.g., jury duty) shall discuss this with the appropriate instructor(s) in advance. Students shall discuss any known attendance or scheduling conflicts with the appropriate instructor(s) at the beginning of the semester or as soon as they arise. The instructor(s) shall then make one of the following options available:*

a. the same quiz, test, or examination to be administered either before or after the normally scheduled time; b. a comparable alternative quiz, test, or examination to be administered either before or after the scheduled time; c. an alternative weighting of the remaining evaluative components of the course which is mutually acceptable to the student and instructor(s).

Best wishes for a safe and productive semester.

c: Faculty Senate Executive Committee