



Robert L. Barchi, President

September 13, 2018

Ms. Mary Mickelsen  
University Senate  
Rutgers, The State University of New Jersey  
Liberty Plaza, Suite 1200  
College Avenue Campus

Dear Ms. Mickelsen:

I am writing in response to the University Senate's report and recommendations on Charge S-1602, Policies on Excused Student Absences for Religious Observance. I thank the members of the Senate's Academic Standards, Regulations & Admissions Committee for their work on this issue.

In agreement with the University Senate's endorsement of the information in Policy 10.2.7, Senior Vice President for Academic Affairs Barbara Lee has revised the policy to include the information that was endorsed. Additionally, she incorporated information regarding the participation of student athletes in University-sponsored intercollegiate athletic events and requirements, as well as highlighting the responsibility of our students to review potential course absences with their instructors and fulfill their obligations to complete any missed exercises or examinations as agreed upon with their instructors.

The revised policy will be posted to the University's Policy Library, and by copy of this letter I am asking all chancellors to review with their respective faculty and students these expectations for absence accommodation and the fulfillment of academic requirements.

I appreciate the time and attention the Senate committee has devoted to these issues.

Sincerely,

Robert Barchi

c: Nancy Cantor, Chancellor, Rutgers University–Newark  
Phoebe Haddon, Chancellor, Rutgers University–Camden  
Christopher Molloy, Interim Chancellor, Rutgers University–New Brunswick  
Brian Strom, Chancellor, Rutgers Biomedical and Health Sciences  
Barbara Lee, Senior Vice President for Academic Affairs

August 3, 2018

Ms. Mary Mickelsen  
University Senate  
Rutgers, The State University of New Jersey  
Liberty Plaza, Suite 1200  
College Avenue Campus

Dear Ms. Mickelsen:

I am writing in response to the University Senate's report and recommendations on Charge S-1602, Policies on Excused Student Absences for Religious Observance. I thank the members of the Senate's Academic Standards, Regulations & Admissions Committee for their work on this issue.

In agreement with the University Senate's endorsement of the information in Policy 10.2.7, Senior Vice President for Academic Affairs Barbara Lee has revised the policy to include the information that was endorsed. Additionally, she incorporated information regarding the participation of student athletes in University-sponsored intercollegiate athletic events and requirements, as well as highlighting the responsibility of our students to review potential course absences with their instructors and fulfill their obligations to complete any missed exercises or examinations as agreed upon with their instructors.

The revised policy will be posted to the University's Policy Library, and by copy of this letter I am asking all chancellors to review with their respective faculty and students these expectations for absence accommodation and the fulfillment of academic requirements.

I appreciate the time and attention the Senate committee has devoted to these issues.

Sincerely,

Robert Barchi

c: Nancy Cantor, Chancellor, Rutgers University–Newark  
Phoebe Haddon, Chancellor, Rutgers University–Camden  
Christopher Molloy, Interim Chancellor, Rutgers University–New Brunswick  
Brian Strom, Chancellor, Rutgers Biomedical and Health Sciences  
Barbara Lee, Senior Vice President for Academic Affairs

**UNIVERSITY POLICY**

<b>Policy Name:</b>	Course Attendance				
<b>Section #:</b>	10.2.7	<b>Section Title:</b>	Student Academic Regulations and Policies	<b>Formerly Book:</b>	2.4.7
<b>Approval Authority:</b>	President		<b>Adopted:</b>	1959	<b>Reviewed:</b> 8/__/18
<b>Responsible Executive:</b>	<del>Executive Vice President for Academic Affairs</del> <b>Senior Vice President for Academic Affairs</b>		<b>Revised:</b>	9/1990; 7/1/2013; <b>8/ /18</b>	
<b>Responsible Office:</b>	<del>Office of Academic Affairs</del> <b>Office of the Senior Vice President for Academic Affairs</b>		<b>Contact:</b>	<a href="mailto:svpaa@oq.rutgers.edu">svpaa@oq.rutgers.edu</a>	

**1. Policy Statement**

**Students are expected to be in attendance at all regularly scheduled course meetings. This policy details the permissible exceptions to this requirement, the process for absence notification, and opportunities to complete missed exercises and/or examinations.**

**2. Reason for Policy**

**To provide all students, instructors, administrators, staff, and other interested parties with guidelines for permissible course attendance absences, and the mechanics for the completion of missed coursework requirements.**

**3. Who Should Read This Policy**

**All Rutgers University faculty, instructors, students, and staff.**

**4. Resources**

**University Academic Calendars - found on the website for the Office of the Senior Vice President for Academic Affairs - <https://academicaffairs.rutgers.edu/>.**

**5. The Policy**

- I. Attendance at all regularly scheduled meetings of a course shall be expected. A student shall be permitted to make-up required exercises and examinations missed as a result of absences when these are authenticated. Each college or school shall designate an appropriate authority to authenticate the reason for absences from any regular part of a course, including final examinations.
- II. It is the policy of the University not to cancel classes on religious holidays. However, students should exercise their own judgment as to attendance in accordance with the dictates of specific

All policies are subject to amendment. Please refer to the Rutgers University Policy Library website ([policies.rutgers.edu](http://policies.rutgers.edu)) for the official, most recent version.

school or program policies and requirements governing class attendance. Generally no public ceremonies should be scheduled for these religious holidays. In any case, any ceremonies necessary on these days should be cleared through the ~~Executive Vice President for Academic Affairs or the appropriate campus Chancellor~~**(s) with notification to the Senior Vice President for Academic Affairs.**

It is also the policy of the University, when consistent with specific school or program policies and requirements governing class attendance, to excuse without penalty students who are absent because of religious observances; **or participation in University-sponsored intercollegiate athletics contests, practices, associated travel, and other similar obligations;** and to allow the make-up of work**exercises or examinations** missed because of such absence. Except when related to clinical assignments, examinations and special required out-of-class activities shall ordinarily not be scheduled on those days when religiously observant students refrain from participating in secular activities. Absences for reasons of religious obligation shall not be counted for purposes of reporting.

- III. The President of the University or an official appointed by him or her is authorized to cancel classes at the University or any part thereof in the event that weather conditions so dictate.
- IV. The recognized grounds for absences are:
  - A. Illness requiring medical attention.
  - B. **Participation in recognized Curricular or extracurricular activities approved by the faculty.**
  - C. Personal obligations claimed by the student and recognized as valid **by the instructor.**
  - D. Recognized ~~r~~Religious holidays.
  - E. Severe inclement weather causing dangerous traveling conditions.
  - F. **University-sponsored intercollegiate athletics contests, practices, associated travel, and other similar obligations. The Division of Intercollegiate Athletics provides the student athlete's instructors with written verification that confirms the student's athletic affiliation and their participation in sponsored events.**
- V. **All students are responsible for the timely notification of their instructors regarding any expected absences as a result of any of the items listed above in Paragraph IV, including the use of the Self-Reporting Absence Application when requested by instructors. All students are responsible for making up the resultant missed exercises or examinations according to an appropriate schedule agreed upon with their instructors.**