

**MEMORANDUM**

**DATE:** August 21, 2015

**TO:** Deans, Department Chairs, and School Directors

**FROM:** Gary Perry, Provost and  
Vice President for Academic Affairs



**SUBJECT: Religious Accommodations for Students and Faculty**

Florida Atlantic University prohibits discrimination on the basis of religion and respects the religious differences of our students, faculty and staff. The University is committed to fostering an inclusive, accessible, and diverse intellectual and cultural campus experience (University Regulation 5.010, Anti-Discrimination and Anti-Harassment).

**STUDENTS**

In accordance with regulations of the Florida Board of Governors and Florida law, students have the right to reasonable accommodations from the University in order to observe religious practices and beliefs with regard to admissions, registration, class attendance, and the scheduling of examinations, and work assignments. The details of this policy, as it pertains to FAU, may be found in the University Catalog and University Regulation 2.007, Religious Observances.

Any student who feels aggrieved regarding religious accommodations file a complaint with the Office of Equity, Inclusion and Compliance. Any such complaint will follow the University's established complaint processing procedures regarding allegations of discrimination.

**Please be sure that your faculty are aware of this obligation and are reminded to honor such requests as required by law and in the spirit of understanding and respect which they deserve.**

**FACULTY**

Faculty must also be provided a reasonable accommodation, such as annual or unpaid leave, for a faculty member's sincerely-held religious belief, unless the university believes such an accommodation would create an undue hardship.

Faculty should advise their supervisors at least 30 days in advance of their need for religious accommodation and identify what alternative arrangements they have made for coverage of their assignment (i.e., arrangements they have made for their classes). Factors to be considered in providing

reasonable accommodations are the nature and impact of the accommodation requested, the duration of the request, and the alternative arrangements suggested.

Any employee who believes that they have not been accommodated appropriately should contact the Office of Equity, Inclusion and Compliance.

Cc: Diane Alperin, Vice Provost

Academic Affairs

Ande Durojaiye, Executive Director

Office of Equity, Inclusion and Compliance