

**UNIVERSITY OF BALTIMORE
Academic Policy Cover Sheet**

(See Process for Academic Policy Development, Revision or Discontinuance)

INITIATING GROUP / UNIT: LAW * MSB <input type="checkbox"/> YGCLA <input type="checkbox"/> UFS <input type="checkbox"/> Office of the Provost <input type="checkbox"/>
CONTACT NAME: Jane C. Murphy PHONE: 410-837-5657
POLICY TITLE: Policy on Absences Due to Religious Holidays
APPLIES TO: LAW * MSB <input type="checkbox"/> YGCLA <input type="checkbox"/>
SPECIFIC PROGRAM (if applicable):
PROPOSED IMPLEMENTATION DATE / SEMESTER: Fall 2009

Box 1: ACTION ITEM (check appropriate box)	DOCUMENTS REQUIRED (see box 2 below)	REVIEW / APPROVAL SEQUENCE (see box 3 below)
<input type="checkbox"/> 1. New Policy	AB – others as appropriate	ABCDE – varies
X 2. Policy Revision	AB – others as appropriate	ABCDE – varies
<input type="checkbox"/> 3. Discontinuance of Existing Policy	AB	ABCDE – varies

Box 2: DOCUMENTATION (check boxes of documents included) (may include documents in addition to required ones)			
X	A. AP Cover Sheet (this document)	D. Additional Forms (as may be needed to support procedures)	F. Other (please list)
X	B. AP Proposal Summary	E. Samples of Similar Policies	
	C. Procedures (as appropriate)		

Box 3: REVIEW / APPROVAL SEQUENCE	SIGNATURES (as appropriate)	DATE
A. School / College Dean	<i>Jane C. Murphy</i>	5/7/09
B. Policy Coordinator	<i>Harold Levine</i>	5/7/09
C. Academic Policy Review Committee Chair (UFS subcommittee--CRC)		
D. University Faculty Senate Chair (UFS option)	<i>Monty Sch</i>	5/10/09
E. Provost and Senior Vice President for Academic Affairs	<i>Susan Zacc</i>	5/21/09
F. Attorney General's Office	Signature not required. If AG review is necessary, the date of approval may be received via e-mail and would be added by the Policy Coordinator.	
G. 10-Day Open Comment Period		6/3 - 6/13/09
H. President		
I. USM / Board of Regents – approval	Signature not required. If USM review is necessary, the date of approval would be added by the Policy Coordinator.	

Academic Policy Proposal Summary

INITIATING GROUP / UNIT:	LAW X MSB <input type="checkbox"/> YGCLA <input type="checkbox"/> UFS <input type="checkbox"/> Office of the Provost <input type="checkbox"/>		
CONTACT NAME:	Laurie Schnitzer	PHONE:	4479
POLICY TITLE:	Policy on Absences Due to Religious Holidays		
APPLIES TO:	LAW X MSB <input type="checkbox"/> YGCLA <input type="checkbox"/>		
SPECIFIC PROGRAM (if applicable):			
PROPOSED IMPLEMENTATION DATE / SEMESTER:	Fall 2009		

- I. Statement of Purpose: To comply with American Bar Association Standard 304 (d)

- II. II. Policy (including authority for policy waiver, exclusions, or sanctions, if any) can be attached if too lengthy for this box.

Policy on Absences Due to Religious Holidays - School of Law

It is the policy of the University of Baltimore School of Law to respect students' observance of their major religious holidays. Students not attending class because they are observing religious holidays are to be given excused absences up to the maximum number of allowable absences if they notify the professor in advance.

Students shall be given an opportunity, whenever possible, to make up within a reasonable time any academic assignments or tests that are missed due to individual participation in religious observance. Arrangements should be made to make up missed assignments or tests with the faculty member(s) in advance of the specific holiday. In addition, faculty are encouraged to video or audio record classes in which students have been excused for religious reasons if appropriate. Where video or audio recording is an adequate substitute for class and the student views or listens to the recording, the student shall be deemed to have attended the class.
(approved May 2009)

III. Reason(s) for Proposed Policy

See Attached— Memo from Assistant Attorney General Katherine Bainbridge.

Academic Policy Proposal Summary (Page 2)

INITIATING GROUP / UNIT:	LAW <input checked="" type="checkbox"/> MSB <input type="checkbox"/> YGCLA <input type="checkbox"/> UFS <input type="checkbox"/> Office of the Provost <input type="checkbox"/>		
CONTACT NAME:	Jane C. Murphy	PHONE:	410-837-5657
POLICY TITLE:	Policy on Absences Due to Religious Holidays		
PROPOSED IMPLEMENTATION DATE / SEMESTER:	Fall 2009		

IV. Current Policy (if proposal is a revision or discontinuance), including date of adoption if available, can be attached if too lengthy for this box.

See Attached - Attendance Religious Holidays - SL

V. Other (who was consulted, definition of terms, etc.)

Approved by School of Law Faculty on May 5, 2009 after discussion at March 2009 School of Law faculty meeting and consultation with colleagues at other law schools. Assistant Attorney General Katherine Bainbridge was consulted and reviewed revised policy.



previous policy

The University of Baltimore » Policy Guide » Academic Affairs » General Academic » SL Attendance Religious Holidays

Attendance Religious Holidays - **SL**

School of Law

Class attendance is a primary obligation of each student whose right to continued enrollment in the course and to take the examination is conditioned upon a record of attendance satisfactory to the professor. A student whose unexcused absences exceed three class periods (of 75 minutes each in a three-credit hour course, or of 50 minutes in a two-credit hour course) or whose total absences excused and unexcused exceed five class periods may be compelled to withdraw from the class or may be barred from the final examination.

It is the policy of the University of Baltimore School of Law to respect students' observance of their major religious holidays. Students not attending class because they are observing religious holidays are to be given excused absences if they notify the professor in advance, and those excused absences shall not be counted toward the maximum number of excused absences permitted by faculty policy.

Students shall be given an opportunity, whenever possible, to make up within a reasonable time any academic assignments or tests that are missed due to individual participation in religious observance. Arrangements should be made to make up missed assignments or tests with the faculty member(s) in advance of the specific holiday.

The University of Baltimore is part of the **University System of Maryland**.

The University of Baltimore 1420 N. Charles St. Baltimore, MD 21201

Undergraduate Admissions: 410.837.4777 Graduate Admissions: 410.837.6565 General Info: 410.837.4200



Memo – School of Law

To: Susan Zacur, Interim Provost
From: Laurie Schnitzer, Administrative Assistant, Office of Academic Affairs
Date: May 7, 2009
Re: Curriculum Review, School of Law

Policy on Absences Due to Religious Holiday – Revision

Attendance Religious Holidays-School of Law

It is the policy of the University of Baltimore School of Law to respect students' observance of their major religious holidays. Students not attending class because they are observing religious holidays are to be given excused absences up to the maximum number of allowable absences if they notify the professor in advance.

Students shall be given an opportunity, whenever possible, to make up within a reasonable time any academic assignments or tests that are missed due to individual participation in religious observance. Arrangements should be made to make up missed assignments or tests with the faculty member(s) in advance of the specific holiday. In addition, faculty are encouraged to video or audio record classes in which students have been excused for religious reasons if appropriate.

Where video or audio recording is an adequate substitute for class and the student views or listens to the recording, the student shall be deemed to have attended the class.
(approved May 2009)