

Duke University

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Dear Colleagues:

I am writing to you to call your attention to our policies and procedures regarding student's observance of religious holidays that may affect their classroom attendance and the submission of graded work in courses.

We have now established a Religious Holidays web site within Trinity College (<http://t-reqs.trinity.duke.edu/religiousholidays.html>) to communicate to students the policy and procedures to be followed to give prior notification to their instructors if they will miss class in order to observe a religious holidays or if it will be necessary for them to make arrangements for completion of any missed work. The procedure includes the submission to their instructor of a **Religious Observance Notification Form** available through the website. Absence from class due to observance of a religious holiday is excused according to University policy, so no dean's excuse is required.

As a guide to faculty in the planning of their courses and assignments, members of the campus ministry have identified the dates of major religious holidays that occur **when classes are being held during the 2008-2009 academic year**. This list is not a designation of religious holidays recognized by the university nor is it meant to be all inclusive. The list is merely an aid for planning purposes.

Please let me know if you have any questions about this policy of procedures.

Thank you
Lee D. Baker