



## FOR STUDENTS -

- Review the syllabus at the beginning of each term for any conflicts between religious observances and course meetings / due dates.
- Immediately inform the instructor of any conflicts and be prepared to provide them with information requested to understand the basis for the requested accommodation.
- This is mutual process. You and your instructors should agree to reasonable accommodations.
- If you and the instructor are unable to agree, you may appeal to the Dean of your college or school.
- Consult with the Office of Equality and Diversity (OED) at any point in the process\*.

## FOR INSTRUCTORS

- Remember to include information about key dates in the syllabus, including course meetings, the examination schedule, and due dates for written or oral assignments.
- Engage in a mutual process with the student to agree on reasonable accommodations.
- Students should be able to participate fully in educational activities while also observing religious obligations.
- You may request more information about the student's request for religious accommodations, but do not pass judgment on the student's religious faith or question the sincerity of their beliefs.
- Consult with the Office of Equality and Diversity (OED) at any point in the process\*.

# Requesting - and Providing - Religious - Accommodations



DREXEL UNIVERSITY  
Office of  
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## FOR EMPLOYEES

- Immediately inform your supervisor of any conflicts and be prepared to provide them with information requested to understand the basis for the requested accommodation.
- Faculty members who must reschedule course meetings due to religious observance should coordinate with their Department Heads and the Office of the Registrar.
- This is a mutual process. You and your supervisor should agree to reasonable accommodations.
- If you and your supervisor are unable to agree, contact your Human Resources Business Partner.
- Consult with the Office of Equality and Diversity (OED) at any point in the process\*.

## FOR SUPERVISORS -

- Engage in a mutual process with your supervisee to agree on reasonable accommodations.
- Faculty, professional staff, and other employees should be able to participate fully in workplace activities while also observing religious obligations.
- You may request more information about the employee's request for religious accommodations, but do not pass judgment on the employee's religious faith or question the sincerity of their beliefs.
- Consult with your Human Resources Business Partner and/or the Office of Equality and Diversity (OED) at any point in the process\*.

## CONTACT US -

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\*Individuals who believe they have experienced religious discrimination or harassment may report to the Office of Equality and Diversity (OED).

OED can also provide information and resources before an accommodation is requested, during the process of negotiating, or after a request is denied.

This document was prepared by  
OED.