

Religious Accommodations for Students and Employees

The University at Albany will provide reasonable religious accommodations for individuals to participate in employment and educational opportunities, as well as other university programs and activities, unless the accommodation poses an undue hardship.

Student Accommodations

Campuses are required to excuse, without penalty, individual students absent because of religious beliefs, and to provide equivalent opportunities for make-up examinations, study, or work requirements missed because of such absences (New York State Education Law ([Section 224-a](#))). Faculty should work directly with students to accommodate religious observances.

A student who requires a reasonable religious accommodation should make the request directly to his or her course instructor (these requests should not be directed to the Office of Undergraduate Education or the Office of Graduate Education). It is expected that the student will provide sufficient notice of the need for an accommodation to course instructors in order for the accommodation to be implemented. Faculty are asked, whenever possible, to avoid scheduling examinations, papers, presentations or other assignments to be due on any of the major listed holidays. When unavoidable, students must be given the opportunity for an equivalent make-up. In the event that a student's request for religious accommodation involves an alternative examination time or date, any make-up examinations given for purposes of test security must be comparable, in terms of format and difficulty, to the examinations given to the remainder of the class. All courses are registered on Blackboard, the University's online course management system. It is suggested that faculty post their lecture notes, and any other materials, for classes taking place on any of the major holidays so that all students can access course materials. The Education Technology Center (ETC) is available for further consultation. Appointments and online resources are available via the ETC's [site](#). ETC staff can also be reached at 518-442-4288 and have consulting hours available, as well.

- Undergraduate students who encounter issues requesting accommodations should contact the Office of Undergraduate Education at 518-442-3950 or UGEducation@albany.edu
- Graduate students who encounter issues requesting accommodations should contact the Office of Graduate Education at graduate@albany.edu

Faculty Accommodations

Instructors are responsible for meeting their classes regularly and at scheduled times according to the University calendar. In the event of illness or an emergency, instructors must notify their department or school so that suitable action may be taken.

Instructors who will be absent from campus during a regular workweek for professional reasons (e.g., to attend a conference), religious observances, etc., while classes are in session, shall inform the Department Chair (or Dean) of these activities in advance. Classes cannot be cancelled under these circumstances; instead, the instructor must find a replacement or present an alternative instructional plan (e.g., timed assignments via blackboard, have a colleague monitor a guest speaker, provide for a take home exam or assignment, etc.). Options must be approved in advance by the Department Chair or Dean.