

Appalachian State University Codes and Policies
Religious Observance
Academic Integrity and Student Conduct
Harassment and Discrimination

Interim Religious Observance Policy
Appalachian State University
August 10, 2010

1. Students must be allowed a minimum of two excused absences each academic year for religious observances. Students are responsible for requesting excused absences for religious observances required by the faith of a student. Instructors are responsible for complying with this requirement. In classes in which attendance is taken and/or penalties are applied for student absences, instructors must document their compliance with the religious observance policy by tracking student excused absences for religious observances.
2. For purposes of this policy, the term "religious observances" shall include religious holidays or holy days or similar observances required by a student's religion and that require absence from class.
3. Students must be afforded the opportunity to make up tests or other work missed due to an excused absence for a religious observance.
4. Except in extraordinary circumstances, student requests for excused absences for religious observances must be submitted to instructors in writing no later than three weeks after the first class day of the term.
5. This policy on excused absences for religious observances must be referenced on all course syllabi.
6. This policy supersedes one part of Faculty Handbook section 5.5.1.1, which reads: "In addition, faculty members are encouraged to make reasonable accommodations for students requesting to miss class due to the observance of religious holidays."
7. This policy amplifies another part of Faculty Handbook section 5.5.1.1, which reads: "Faculty, at their discretion, may include class attendance as a criterion in determining a student's final grade in the course. On the first day of class, faculty must inform students of their class attendance policy and the effect of that policy on their final grade; both policies must be clearly stated in the class syllabus."
8. This policy also amplifies Faculty Handbook section 5.5.1.2, which reads: "A syllabus is to be prepared for each course and distributed at the first of the semester. The syllabus should include the following: an explanation of course goals and objectives, the name of the text and any other materials required of each student, the instructor's office hours, an explanation of how the grade is to be determined, and an explanation of any additional reading, papers, projects and examination which the instructor expects to give or assign."

Codes of Academic Integrity and Student Conduct

Follow the link provided.

<http://www.honors.appstate.edu/academics/integrity.php>

ASU Policies on Harassment and Discrimination

Unlawful or impermissible harassment is defined as unwelcome and unsolicited speech or conduct based upon race, color, religion, creed, sex, national origin, age, political affiliation, veteran status or disability. Such harassment is incompatible with the mission of the University; furthermore, it is a form of discrimination in violation of federal and/or state law and will not be tolerated. It is the internal policy of Appalachian State University to prohibit harassment on the basis of sexual orientation and gender identity and expression.

Retaliation (adverse treatment) against individuals who file a complaint about or otherwise oppose harassment and/or other forms of impermissible discrimination, or who provide information relative to a complaint, or who are involved in the complaint in any way is prohibited.

In basic terms **harassment** means to disturb, torment, or pester on a persistent basis.

There are two basic types of unlawful workplace harassment: [quid pro quo](#) and [hostile environment](#).

Quid Pro Quo Harassment

"Quid pro quo" is Latin for "something for something." It is a trade. When the trade is an exchange involving race, sex, gender identity and expression, color, national origin, religion, creed, age, sexual orientation, political affiliation, veteran status or disability, it is impermissible. Most people relate quid pro quo to only sexual harassment. However, it can cross into other forms of harassment as well.

The following are examples of quid pro quo harassment where an employer makes conformity to a specific act a prerequisite to getting something in exchange.

- Hire only Christians for these positions, and you'll get the program coordinator job.
- Have an affair with me, and your promotion is guaranteed.
- Have an affair with me, and you will get an A in my course.

What about the employee who is told to hire only Christians for a particular position? She does it and gets the coordinator position. If the decision to comply was made under duress from the employer, she may have a harassment claim. What about the other assistants who were eligible for that promotion? They may file a claim against the University as well. It doesn't matter whether or not they would have accepted the offer - they may have been discriminated against.

If an individual is promoted after having an affair (consenting or non-consenting) with a superior, he or she may be a victim of sexual harassment. However, the qualified person(s) overlooked for the promotion may also be victims, in that the affair denied them the opportunity to be considered for the position.

Likewise, if a student is given a higher grade or other preferential treatment in exchange for entering a sexual relationship with a professor, the student may be a victim of sexual harassment. In addition to allegations of sexual harassment, the professor will have violated [Appalachian's Policy Concerning Improper Relationship Between Students and Employees](#). It is a very real question whether any relationship can be considered consensual if one person is in a position of power over the other.

Hostile Environment

Hostile work or learning environment harassment is a situation in which the employer, a supervisor, a co-worker, or a student does or says things that unreasonably interfere with an individual's work or educational experience or create an intimidating, hostile or offensive environment because of that individual's race, color, sex, gender identity and expression, religion, creed, national origin, age, sexual orientation, political affiliation, veteran status or disability. Hostile environment is determined by looking at all of the circumstances, including the frequency of the allegedly harassing conduct, its severity, whether it is physically threatening or humiliating, and whether it unreasonably interferes with an employee's work performance or a student's academic performance.

It is important to note that the conduct described must be offensive. If two employees have a good time exchanging racist jokes, while it may be in poor judgment, it may not be considered harassment. If one employee persisted in telling another employee racist jokes that the second employee found offensive, the behavior could be considered unlawful harassment. Or, if a third employee overheard the two employees exchanging racist jokes and was offended by them, that employee could have a legitimate claim of unlawful harassment.

Jokes, pictures, touching, leering, unwanted solicitations for a date, derogatory epithets, etc., have all been found to be unlawful harassment in courts of law.

Additional examples of impermissible harassment that could occur in Appalachian's working, learning, and living environment include the following:

- demeaning photos, calendars, cartoons, or graphic content in areas where other University community members can view them
- telling racist, sexist, or homophobic jokes that demean people because of their protected class membership
- commenting inappropriately on someone's appearance
- repeatedly requesting dates from a person who clearly isn't interested
- stating that people of one sex are inferior to people of the other sex or can't perform their jobs as well as a result of their sex
- sexual innuendoes & comments
- direct or indirect threats or bribes for unwanted sexual activity
- intrusive sexually explicit questions
- sexually suggestive sounds or gestures
- touching, patting, pinching, stroking, squeezing, tickling or brushing against a person
- ogling or leering at a woman's breast or a man's derriere
- letters, notes, phone calls or material of a sexual nature
- using derogatory epithets and stories that stereotype members of the LGBT community
- using slang words for people or for groups of people from a particular racial or ethnic group
- imposing religious beliefs on others