
Type:	A – Educational (Board)	Last Approved:	April 28, 2006
Executive Responsibility:	President & Vice-Chancellor	Next Review:	Oct., 2015
Administrative Responsibility:	Human Rights Advisor	Policy:	21.08

STATEMENT:

Students seeking permission to be excused from a required academic event under the Policy on Accommodating the Observance of a Religious Holy Day must make a formal written request to their instructor(s) on a *Student Request for Leave Form re Observance of a Religious Holy Day*.

When an event is scheduled during the term which conflicts with a student's observance of a religious holy day, the written request should be made in the first two weeks of the academic term. Should an additional required academic event be scheduled during the term or if changes to an established schedule are made, that conflict with the observance of a religious holy day, the written request should be made as soon as possible and at least two weeks prior to the event. A request to be accommodated in the scheduling of a final exam in order to observe a religious holy day should be made within two weeks of the posting of the exam schedule.

Instructors will take reasonable steps to accommodate the observance of a religious holy day. Accommodations may include, but are not limited to:

Rescheduling assignments, examinations, or practical experience required for that day,
OR

Preparing alternative means of meeting requirements for that day, or the course, in such a way that expectations are met.

Should an instructor be unable to accommodate a student, he or she will inform the Dean of the Faculty. The Dean, in consultation with the Executive Director Student Services, will assess any options for accommodating the student, determine whether there is a reasonable accommodation that can be implemented and will convey the decision to the instructor and student.

Cross Reference:

Policy 21.03	Human Rights Policy
Procedure 21.03.001	Human Rights – Educational Initiatives and Complaint Resolution
Policy 21.08	Accommodating the Observance of a Religious Holy Day
Policy 96.02	Academic Appeals
Procedure 96.02.001	Academic Appeals

Student Request for Leave Form re Observance of a Religious Holy Day