

Application for Release from Classes due to Conflict with Religious Conviction



University
of Windsor

Name:		Student ID#:	
UWin Email:			
Level:		Section:	

Religious Observance	Date	Specific Time (if any)	Instructor	Class (Core / Structure / Oral)

Prayer Schedule Request	Days of the Week	Specific Time (if any)	Instructor	Class (Core / Structure / Oral)

Please Note: Applicant may be required to provide the name of a clergyman or other religious official to verify any declared conflict. If the date requested is that of a planned test or exam (see your syllabus for specific dates); the supplemental date will be held on a mutually agreeable time with your instructor.

Academic Accommodation Guidelines for Students with Religious Obligations

The University of Windsor recognizes and values religious diversity and will accommodate students who, by reason of religious obligation, are unable to comply with an academic requirement, including attending at an exam, test, laboratory or other mandatory academic event. The Human Rights Office has prepared these guidelines to assist students who require an accommodation.

Final Exams

Students **must** submit a written request for an alternative date to write a final exam due to a conflict with religious observance to the CELD Office prior to the end of the fourth week of classes (second week of classes for six week courses).

Other Mandatory Academic Events (tests, midterms, laboratory, etc.)*

The student should make a formal request to their instructor, in writing, for an alternative date or other means of satisfying the course requirement, as early in the term as possible, and in any event, within the first three weeks of the academic term (one week for six week courses). The request should provide an explanation that the date/time conflicts with the particular religious observance. Failure to provide the instructor with reasonable time to consider the request and possible forms of accommodation may result in a denial of the request.

Where the date of the religious observance cannot be predetermined with certainty (e.g. those determined by the lunar calendar), the request should nonetheless be made within the first three weeks of the academic term (one week for six week courses) with an explanation to the instructor that there may be a conflict with the religious observance.

After the student has made the written request for accommodation, the student should meet with the instructor to discuss the request. The accommodation should be worked out between the student and instructor. The instructor will make the accommodation in a way that avoids academic disadvantage to the student. The student should confirm the form of accommodation in writing with the instructor. If the student and the instructor are unable to agree about an accommodation, they can contact the department head or the Human Rights Office for advice and assistance.

Religious Observances

In recognition that the University of Windsor is a diverse community, the University has provided a Religious Holiday Brochure that provides information about many holy days upon which a student may require an accommodation. The list is not exhaustive. If you have a question about a particular religious observance and your right to an accommodation, you can contact the Human Rights Office. The link is: <http://www.uwindsor.ca/hrights>

Signature

Date

Return completed form to: CELD Reception
All communication with you will be through your UWin email account.