

RELIGIOUS ACCOMMODATION POLICY

Fall 2016 – Winter 2017

In April 2008, Faculty Council approved a Religious Accommodation Policy in recognition of our religious and cultural diversity, and our desire to provide reasonable and appropriate accommodation for the practices of different religious and cultural groups that make up the Law School community.

In addition to the Faculty of Law's longstanding policy of accommodating the writing of tests and examinations that are scheduled on religious holidays, the Law School has formulated a policy that provides all students with the opportunity to observe their religious and cultural obligations even when they may conflict with regularly scheduled classes.

The Policy recognizes that not all religious holidays require the same type of accommodation. Some do not require students to miss classes. If your observance of a religious holiday **requires** you to miss a class or classes, please submit a completed Religious Accommodation Application form to the Academic Coordinator's Office no later than **12:00 noon on Friday, August 26, 2016** for the Fall 2016 term and no later than **12:00 noon on Friday, November 11, 2016** for the Winter 2017 term.

Please note that above deadlines will be strictly adhered to.

The application form is available online at your MyUWIn portal. Please note that a separate form must be submitted for both the Fall and Winter terms.

In order to apply, you must identify the name of the holiday, the date/times of the observance and the classes involved. Only formal observance of the holiday will be accommodated. This does not include travel time to observe the holiday outside of the Windsor area.

The information on the Form will be kept confidential. Course Instructors will only be notified of the number of students in any particular class that are unable to attend for religious/cultural reasons and are therefore seeking accommodation.

The precise manner of accommodation will be determined by the course instructor and could include audiotaping the lecture, rescheduling assessments/presentations and postponing the class, depending on the number of students requesting accommodation and the classroom activities planned for that day.

- If a class is audio recorded, students who have been granted religious accommodation for that class will be assigned an individual RA site to which the audio recording will be uploaded.
- Students must pick up the instructions on how to access to recording from the Academic Coordinator at least 2 days before the date of the class being recorded.
- Students will be required to sign and submit a Statement of Non-Disclosure for the recording prior to being provided with the instructions.
- Each class recording will be available for one-time access for 7 days following the class.