

# RELIGIOUS ACCOMMODATIONS GUIDELINES FOR STUDENTS

---

---

The University of Windsor recognizes and values religious diversity and will accommodate students who have religious obligations that conflict with an academic requirement (e.g., attending an exam, test, laboratory or other mandatory academic event).

## **Religious Observances**

The University provides departments with a multi-faith calendar with information about various religious observances. This calendar serves as a resource listing of some of the major religious observances which may impact study.

## **Other Mandatory Academic Events (tests, midterms, labs, etc.)\***

The student is responsible for making a formal request to their instructor(s) for an alternative date or other means of satisfying the course requirement. The request should state that the date/time conflicts with a specific religious observance. This should be done within the first three weeks of the academic term (one week for six week courses).

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 as per the above deadlines, along with an explanation that there may be a conflict with a 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.

After a written request for an accommodation is submitted, the student and instructor(s) should meet to work out the arrangements. The instructor will process requests in a timely manner, and in a way that avoids academic disadvantage to the student.

Both parties agree to act in good faith. If the student and the instructor cannot agree about an accommodation, either party can contact the Department Head or the Office of Human Rights, Equity & Accessibility for assistance.

## **Final Exams**

The student must submit a written request for an alternative date to write a final exam to the Registrar's Office in accordance with the deadlines listed in Appendix A of Senate Bylaws 54 and 55. Forms are available from the Registrar's Office or online <https://www.uwindsor.ca/registrar/526/forms-and-applications>

## **Other Issues**

Where the accommodation relates to an academic issue that is not a scheduling matter (e.g. dress code), the student should discuss the matter directly with the instructor. If necessary, either party may contact the Office of Human Rights, Equity & Accessibility for assistance.

\* Please note: Law students are directed to see the Associate Dean for any request for accommodation. For a question about a particular religious observance and the right to an accommodation, contact the Office of Human Rights, Equity & Accessibility.

Phone: 519-253-3000 ext. 3400  
Website: [www.uwindsor.ca/ohrea](http://www.uwindsor.ca/ohrea)  
Email: [ohrea@uwindsor.ca](mailto:ohrea@uwindsor.ca)

(Updated August 2019)