

# PROCEDURE

Procedure Number: AOP 200	Procedure Title: Accommodation for Religious Observance
Supersedes Existing Policy? Y	Procedure Owner: Senior Vice-President Academic
Associated Policy: Y	Date Last Approved by CET: February 2020

## 1 Purpose

This procedure outlines Loyalist College’s approach to accommodating its community’s observance of religious holidays.

## 2 Application

This policy applies to the Loyalist College community.

## 3 Procedure

- 3.1 The list of religious days will be consistent with those in the Ontario Public Service *Religious Holiday* policy. Accommodations for religious holidays not included in that policy will be addressed on a one-on-one basis.
- 3.2 Students requiring an accommodation for a religious holiday are required to notify the appropriate faculty member(s) using the approved form at least two (2) weeks prior to the required holiday (if appropriate). It is the student’s responsibility to contact the faculty member to arrange for accommodation for any academic or field work situation that conflicts with a day or period associated with the religious observances.
- 3.3 It is the student’s responsibility to inform the field work site supervisor at least two (2) weeks in advance (if appropriate) of their need for accommodation regarding religious observances.
- 3.4 For students, every effort will be made to avoid scheduling of in-class formal assessments on days of special religious significance to particular students throughout the academic year.
- 3.5 If a test or exam is scheduled on an observed religious holiday, the Academic Centre for Testing (ACT) can be used to take tests before or after the date of the test. Students and faculty must follow the Missed Test Procedure on the ACT website for booking a test. If a student emails or brings with them a signed Accommodation Form to the ACT, the Missed Test fee will be waived.

## 4 Related Documents or Links

- AOP 202 Cancellation of Classes
- AOP 224 Evaluation of Student Performance
- AOP 201 Code of Conduct: Academic Employees
- Student Accommodation for Religious Observance Request Form
- [Academic Centre for Testing website](#)

## 5 References

- Ontario Public Service Religious Holiday Policy