

GUIDELINES

SUBJECT/TITLE: Religious Observance/Conviction for Undergraduate Students (Calgary Campus and Medicine Hat College Site)		PAGE: 1 of 3
RELATED POLICIES: Faculty of Nursing, Nursing Practice Attendance Policy Faculty of Nursing, Deferred Final Examinations for Undergraduate Courses	DATE ESTABLISHED: April 24, 2008	
AUTHORIZATION: Undergraduate Programs Office (Based on University Regulations)	DATE LAST REVISED: January 7, 2020	

PURPOSE

To provide guidelines for absence requests from mandatory practice for reasons of religious observance/conviction.

To highlight university policies and procedures regarding requests for deferred mid-term examinations, tests, quizzes, final examinations, etc. for reasons of religious observance/conviction.

GUIDELINE FOR STUDENT REQUESTS TO BE ABSENT FROM MANDATORY PRACTICE LEARNING

Instructors will attempt to make accommodations for a student to be absent from mandatory practice for reasons of religious observance/conviction. The accommodation will consist of permission to be absent without penalty and/or provision of opportunity to make up the missed learning.

POINTS OF EMPHASIS

The role of the instructor is to assess student requests on a case by case basis. Factors to consider will include student learning performance, the availability of alternative arrangements, and the impact on student ability to be successful in the course.

The role of the student is to make a timely request in writing (email is acceptable, texting is not) and to consider the impact of this request on their own learning progression.

PROCEDURES FOR PRACTICE ABSENCE

The student will:

- provide a written request to be absent for religious observance/convictions to the instructor of each course concerned at the beginning of the term.
- agree to accommodate alternative learning arrangements made by the instructor to assist in meeting the course requirements.
- consider if subsequent to being absent for religious reasons there is an unanticipated absence(s) due to illness that it may not be possible to meet the requirement of the course.

The instructor will:

- meet with student to discuss their request.
- examine the feasibility of alternative arrangements.
- alert the student at the meeting that there are constraints to available practice opportunities.
- as the course progresses, advise the student in a timely way if there is a risk to their ability to be successful in the course. Advise the student that if subsequent to being absent for religious reasons there is an unanticipated absence(s) due to illness that it may not be possible to meet the requirement of the course.
- submit the student's written request, along with the instructor response, to the Undergraduate Program Office for placement on the student's file.

GUIDELINES FOR STUDENT REQUESTS FOR DEFERRAL OF TERM AND FINAL EXAMINATIONS FOR RELIGIOUS REASONS

The instructor will accommodate a student request for deferral of a term exam for reasons of religious observance.

POINTS OF EMPHASIS

Religious observance/conviction does not preclude a student from having to meet deadlines for submission of assignments (for example, term papers, journals, book reviews), when such deadlines fall on a day of observance and the deadline was determined at the start of the course.

Students who miss classes for religious observance/convictions must make up the material covered in that class on their own.

PROCEDURE FOR TESTS, QUIZZES, IN-CLASS FINAL EXAMINATIONS AND OTHER IN-CLASS EVALUATION

The instructor will:

- meet with the student to discuss an alternative course of action such as another test date or transferring the percentage weight for the test to the final examination.

The student will:

- give the instructor of the course two weeks advance notification of being unable to write a test due to religious convictions.
- meet with the instructor to discuss the alternative course of action such as another test date or

transferring the percentage weight for the test to the final examination.

PROCEDURE FOR REGISTRAR-SCHEDULED FINAL EXAMINATIONS

A student who is unable to attend a Registrar-scheduled final examination due to religious observance/conviction will:

- meet with the Instructor, within 10 business days after the release of the examination schedule to discuss whether it will be possible to write on an alternate, mutually agreeable day, within the final exam period. If not, apply for a Deferred Examination through your Student Centre. Refer to <https://www.ucalgary.ca/registrar/exams/deferred-exams> for detailed information regarding this process.

The instructor will:

- meet with the student to discuss whether it will be possible for the student to write on an alternate, mutually agreeable day, within the final exam period. If this is not possible, the student will be eligible to write a deferred exam within the Registrar scheduled deferral period. [NOTE: If the Registrar scheduled deferral date conflicts with nursing courses in the next semester, the student will be excused from the course(s) to write the exam.]
- notify the Faculty of Nursing Undergraduate Programs Office of the proposed alternate exam date.

REFERENCES

University of Calgary Calendar, <http://www.ucalgary.ca/pubs/calendar/>, Academic Regulations, E.4 Religious Observance/Conviction

University of Calgary, Student Accommodation Policy:
<https://www.ucalgary.ca/policies/files/policies/student-accommodation-policy.pdf>

University of Calgary, Office of the Registrar, Exams, Deferred Exams:
<https://www.ucalgary.ca/registrar/exams/deferred-exams>

University of Calgary Calendar, <http://www.ucalgary.ca/pubs/calendar/>, G.6 Deferral of Final Examinations