


<p>Name of Policy: Excused absences or accommodations for religious holidays and activities</p> <p>Policy Number: 3364-81-04-032-00</p> <p>Approving Officer: Dean, College of Medicine</p> <p>Responsible Agent: Associate Dean for Student Affairs and Associate Deans for Undergraduate Medical Education</p> <p>Scope: All University of Toledo Campuses</p>	 <p>Effective date: 09/05/07</p>
<p><input type="checkbox"/> New policy proposal</p> <p><input type="checkbox"/> Major revision of existing policy</p>	<p><input type="checkbox"/> Minor/technical revision of existing policy</p> <p><input checked="" type="checkbox"/> Reaffirmation of existing policy</p>

(A) Policy statement

Recognizing that the religious diversity of our students may result in conflicts between students’ religious beliefs/practices and certain educational activities, UT COM will attempt to make accommodations that do not unduly burden faculty and staff, disproportionately affect the general student population involved in the affected educational activity, and honor the primacy of our commitment to patient care, while ensuring that the requirements of the prescribed curriculum are upheld. Students who believe they have a need for religious accommodation during any course, clerkship or other required educational activity shall notify the relevant authority as soon as possible after an impending conflict becomes apparent — preferably prior to or at the beginning of the course, clerkship or other activity. If it is established that there is a legitimate basis for excusing or accommodating a student, reasonable accommodations will be provided where possible, including the opportunity to make up the activity in conflict if this is indicated and consistent with curricular policies. Absences excused for religious holidays or observances do not relieve a student from responsibility for curriculum content during an absence. This policy is intended to allow students under limited circumstances to exercise their religious beliefs while still continuing to meet their academic requirements. This policy is not intended to allow students to be granted excessive absences from the curriculum or to be granted significant alterations of the prescribed curriculum, regardless of one’s religious beliefs.

(B) Purpose of policy

The purpose of this policy is to acknowledge respect for the religious diversity of UT COM students by providing excused absences in cases where genuine conflicts exist between students’ religious beliefs/practices and educational activities. If it is established that there is a legitimate need for the affected student(s) to be excused from an examination or other required educational activity, an opportunity to make up the activity in conflict shall be provided if possible. Such accommodations must not unduly burden faculty and staff, must not disproportionately affect the general student population involved in the affected educational activity, must honor the primacy of our commitment to patient care, and must not significantly alter the prescribed curriculum.

(D) Procedure

1. During the preclinical years, students who believe they have a need for religious accommodation or an excused absence shall make a request, in writing, from the Associate Dean for Student Affairs as soon as possible after an impending conflict becomes apparent, preferably prior to or at the beginning of the block or other activity. Requests for excused absences or accommodations because of conflicts with one's religious holidays or observances must be approved by the Associate Dean for Student Affairs, who may request additional information or documentation prior to rendering a final decision.
2. During the clinical years, students who believe they have a need for religious accommodation or an excused absence shall make a request, in writing, to the Clerkship Director and Coordinator as soon as possible after an impending conflict becomes apparent, preferably prior to or at the beginning of the clerkship or activity. Requests for excused absences or accommodations must be approved by the Clerkship Director or his/her designee, with input from the Associate Deans for Clinical Undergraduate Medical Education or Student Affairs when necessary. The Clerkship Director may request additional information or documentation prior to rendering a final decision. Only in the case of a conflict with the National Board of Medical Examiners clinical subject examinations, should the request for an absence for religious purposes be directed to the Associate Dean for Student Affairs, rather than to the Clerkship Director.
3. In the preclinical years, once an absence or accommodation has been approved, the Associate Dean for Student Affairs will notify the Block Director and other relevant parties (e.g., the Academic Test Center or the Clinical Skills Center) of the decision. Students are also encouraged to notify the relevant Block Director of their situation.
4. In the clinical years, once an absence or accommodation has been approved, the Clerkship Director or Coordinator will notify the involved parties, including the faculty and/or residents with whom the student is rotating, the clerkship/educational coordinator at the assigned clinical site. Students are also encouraged to notify the relevant parties of their scheduled absence from any clinical responsibilities.
5. During the preclinical years, when an excused absence has been granted from a written or practical examination, it is the responsibility of the Block Director, in conjunction with the block faculty, the Academic Test Center or the Clinical Skills Center, where indicated, to decide when the make-up examination will be administered. Such accommodations must not unduly burden faculty and staff or disproportionately affect the general student population involved in the affected educational activity.
6. When an excused absence has been granted from other required educational activities, an opportunity to make up the activity in conflict will be provided when possible if this is indicated and consistent with block/clerkship policy. It is the responsibility of the Block or Clerkship Director to decide if an opportunity for a make-up experience or assignment will be provided and whether or not a make-up experience or assignment is required. Many blocks, for example, do not provide make-up quizzes, though no points would be deducted if a student has an excused absence for any reason, including for religious observances. In addition, make-up experiences may simulate the original experience that was missed (e.g., additional clinical hours) or may involve an alternative assignment (e.g., writing a paper in lieu of missed attendance).

7. Failure to follow these procedures will result in an unexcused absence. Unexcused absences will result in a grade of zero on any missed examinations, quizzes, assignments, or experiences, and may result in failure of the block or clerkship. In addition, unexcused absences may result in the filing of a Professional Behavior Report, which could lead to disciplinary action, up to and including suspension or dismissal.

<p>Approved by:</p> <p>Jeffrey Gold, M.D.</p> <hr/> <p>Name Dean, College of Medicine</p> <hr/> <p>Title</p> <hr/> <p>Date</p> <p><i>Review/Revision Completed by:</i></p>	<p>Policies Superseded by This Policy: None</p> <p>Initial effective date: 09/05/07</p> <p>Review/Revision Date:</p> <ul style="list-style-type: none"> • 09/05/07 <p>Next review date: 09/05/10 (three years from most recent revision/review date)</p>
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