

Procedure: Religious accommodations



Procedure Number: 3364-71-30.01

Responsible Department: Academic Affairs

Effective date:
February 8, 2024

Scope: All University of Toledo Students

This procedure is authorized by the university's policy on religious accommodations. This procedure outlines the steps for reasonably accommodating the sincerely held religious beliefs and practice of students regarding exams, other academic requirements, and absences for reasons of faith or religious or spiritual belief system.

(A) Absences and alternative accommodations

- (1) Absences. A student is permitted to be absent, *without penalty*, for up to three days each academic calendar semester (fall, spring, and summer) to take holidays for reasons of faith or religious or spiritual belief system or to participate in organized activities conducted under the auspices of a religious denomination church, or other religious or spiritual organization.
- (2) Alternative accommodations. Alternative accommodations will be provided to students who miss exams and/or other academic requirements because of such absences under the following circumstances:
 - (a) The student's sincerely held religious belief or practice severely affects the student's ability to take an exam or meet an academic requirement; and
 - (b) The student submits a form through <https://forms.office.com/r/gBBCQkQj3H> (which includes a link to

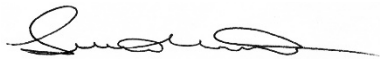
the non-exhaustive list of religious holidays/holy days) within fourteen days after the first day of instruction; and

(c) The provost office will send notification to each instructor indicating the specific dates for which the student will be absent; and

(d) The student and faculty member agree on how and when the missed coursework and/or exam will be completed, which may be prior to or after the missed class, but must be completed before the end of the term.

(B) Grievance procedure. A student may notify the institution of any grievance regarding the policy's implementation using policy 3364-71-05.1 Academic grievance procedure.

Reviewed by:



Scott Molitor
Interim Provost & Executive Vice
President for
Academic Affairs

February 8, 2024

Date

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February 8, 2024

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February 8, 2027

Review/Revision Completed by: