

RELIGIOUS HOLIDAYS PROCEDURE

Approved by: Academic Coordinating Committee

Authorizer: Vice President, Student Affairs

Reference Code: SA18 V1

Effective Date: 3/5/2014

PROCEDURE STATEMENT:

To enable students to observe the holy days of their religions.

SCOPE:

This procedure applies to students in all programs and courses.

DEFINITIONS:

Holy Day

A day when a religious festival or holiday is observed.

Recognized Religious Holiday

Conestoga recognizes all religious holidays as defined by the College Employer Council - see <http://www.thecouncil.on.ca/articles/150>

RESPONSIBILITIES

Student

It is the responsibility of the student to

- plan ahead and be aware of the dates and time of all examinations and other major course obligations.
- advise the faculty member that he/she will be seeking accommodation to observe a recognized religious holiday and make a request in writing within the first three weeks of the semester and prior to the date of assessment that falls on the religious holiday.
- The student must seek accommodation for religious observances in writing within the first three weeks of the semester and prior to the date of assessment that falls on the religious holiday. Exceptions based on extenuating circumstances must be approved by the Chair.

Faculty Member

It is the responsibility of the faculty member to:

- announce dates and time for examination and other major course obligations at the beginning of the semester.
- advise students of their obligation to notify the instructor that he / she will be absent to observe a recognized religious holiday – this information should be clearly stated by the faculty member at the beginning of the semester and in the program information.
- advise students that they will be given the opportunity to make up work or examinations without penalty if they choose to observe a recognized religious holiday.

Human Resources

It is the responsibility of Human resources to:

- maintain a multi-faith calendar on the HR Portal which is accessible by all employees. The calendar is also available on the College Employer Council website at <http://www.thecouncil.on.ca/articles/150> .

PROCEDURE:

Students seeking accommodation for religious observances must make a request in writing within the first three weeks of the semester and prior to the date of assessment that falls on the religious holiday. Exceptions based on extenuating circumstances must be approved by the Chair. If a faculty member is unable or unwilling to grant the request, the student may consult with his or her academic Chair.

REFERENCES:

Religious Holidays Policy

REVISION LOG:

Policy and Procedure Committee – Approved on February 4, 2014

Academic Coordinating Committee – Approved on March 5, 2014