

## POLICY FOR STUDENTS ON THE ACCOMMODATION OF RELIGIOUS OBSERVANCES

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**Effective Date:** July 26, 2011

**Originating Office:** Office of the Provost  
and Vice-President, Academic

**Supersedes /Amends:** n/a

**Policy Number:** PRVPA-1

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### PREAMBLE

Concordia University (the “University”) is a secular institution which recognizes diversity and places a high value on inclusion and respect for differences.

### PURPOSE

In accordance with applicable legislation including the [Quebec Charter of Human Rights and Freedoms R.S.Q., chapter C-12](#), this Policy outlines how scheduling accommodations for religious beliefs, observances and obligations (“religious observances”) can be made for students in the context of evaluative exercises set out in course outlines.

### SCOPE

This Policy deals solely with the practical issues surrounding the scheduling of evaluative exercises and other academic obligations including, but not limited to, class attendance, lectures, labs, tests, assignments, practicum, in-class examinations and centrally supervised final examinations.

### POLICY

1. Students will not be penalized if they cannot submit assignments, write examinations or complete other evaluative exercises where the scheduling of such activities conflicts with their religious observances.
2. Students who, because of religious observances, cannot meet academic obligations, other than centrally supervised final examinations as well as those students wishing to have particular observances of their religion recognized in the scheduling of other evaluative exercises must inform their instructors in writing no later than one week after the course’s DNE date, identified in the applicable University Calendar. Late notice

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- provided by the student could result in academic delays or other inconveniences for the student.
3. Instructors have a responsibility to provide reasonable alternative arrangements that do not put the student at an unreasonable academic disadvantage. Possible solutions may include but are not limited to:
    - a. rescheduling the evaluative exercise, or
    - b. preparing an alternative evaluation for that particular student
  4. In the case of centrally supervised final examinations, students must inform the Examinations Office of any conflict prior to the deadline which is available on the student's portal once the final examination schedule has been posted.
  5. When the requested accommodation concerns a centrally supervised final examination, possible solutions are outlined in the applicable University Calendar.
  6. In the case of a student who misses a lecture or lectures or any other portion of a course due to religious observances, it is the student's responsibility to ensure that he/ she has obtained any material distributed during the missed class or classes and has remained up to date with the course's schedule and lectures.
  7. When the instructor and student are unable to agree on suitable accommodation, the matter will be referred to the Chair of the academic unit in question in consultation, when applicable, with the relevant Associate Dean of Student Affairs. Documentation may be requested confirming the requirements of the religious observance. The Associate Dean and Chair will decide whether reasonable accommodation without undue hardship is possible, and what accommodation is to be made in this instance, and will convey the decision to the instructor and student.
  8. Any member of the University community may consult the Ombuds Office for advice or guidance with regards to the application of this Policy.

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9. The Provost and Vice-President, Academic shall have overall responsibility for the application of this Policy and shall ensure that it is communicated to all appropriate recipients on a regular basis.