

**University of West Florida Regulation
UWF/REG-3.041 Religious Observances**

- (1) The University of West Florida will reasonably accommodate the religious observances, practices, and beliefs of individual students in regard to admissions, class attendance, examinations and work assignments.
 - a) Students are expected to notify their instructors at the beginning of each academic term, or as provided in the syllabus, if they are seeking to be excused from class or for an announced examination, for religious observance.
 - b) Students, upon prior request to their instructors for religious observance shall be provided with a reasonable accommodation; which may include excused absence from class, or a change in the day or time for an exam, or other scheduled academic activity.
 - c) Students will be held responsible for any material covered during such excused absences, but will be permitted a reasonable amount of time to complete any work missed. The specific timing for making up the work will be left to the discretion of the Instructor.
 - d) Students should review course requirements and meeting days and times before a semester begins to avoid foreseeable conflicts with religious observance, as excessive absences in a given term may make it difficult for a student to successfully complete the academic requirements of a course.
- (2) Students who are absent from required University activities because of religious observances must notify appropriate University officials in order for the absence to be excused. Students may be held responsible for making up such activities, but will be permitted a reasonable amount of time to complete them.
- (3) Applicants and students who believe that they have been unreasonably denied an educational benefit due to their religious beliefs or practices may seek redress through the Equal Opportunity Officer, located in Office of Human Resources. The University Discrimination, Harassment and Retaliation policy is located in the student handbook, which can be viewed on-line at <http://www.uwf.edu/studenthandbook>.

Authority: BOG Regulation 6.0115. History: New 12/10/11; 9/24/12