

Indiana University Kokomo Religious Observances Policy

Indiana University Kokomo respects the right of all students to observe their religious holidays and will make reasonable accommodation, upon request, for such observances. On occasion conflicts may occur between a student's obligations in a course and the student's obligations in observing major religious holidays.

Any student who is unable to attend classes or participate in any examination, study, or work requirement on a particular day or days because of his or her religious beliefs must be given the opportunity to make up the work that was missed or to do alternative work that is no more difficult than the original exam or assignment. Upon request and timely notice, students shall be provided a reasonable accommodation. It is recommended that dates and times for examinations and other major course obligations be announced at the beginning of the semester or summer session and that students let instructors know of conflicts very early in the semester, so that accommodations can be made.

Students: How to Request an Accommodation

If you desire accommodation for religious observance, you need to let your instructor know. **It is highly recommended that you notify your Instructor in writing, within the first 2 weeks of the semester.** Written notification can be in the form of email or Canvas, asking for the accommodation. You should state that you request an accommodation for a religious holiday and identify the date of the religious holiday, if known, or the approximate date of the holiday if the date has not yet been announced your religion. If an approximate date is given, you will inform the instructor of the exact date once it is officially determined. If you send your request to the instructor later than the second week of the course, the instructor will still consider your request, but please understand that they might not have sufficient time to accommodate it.

Indiana University Kokomo will not charge you extra when allowing you to make up missed work. In addition, you should suffer no adverse or prejudicial effects because you have requested an accommodation.

If after discussion the instructor and student cannot agree on an accommodation, either or both should seek the advice of the Executive Vice Chancellor for Academic Affairs.