

# Consideration for Instructors on Putting Policy into Practice

As instructors prepare for each semester, they are encouraged to review the following guidance regarding the university's religious observances policy, recognizing that the policy is meant to be sensitive to the needs of individual students.

## The Policy

State law mandates that any student with a conflict between an academic requirement and any religious observance (which may include travel time) must be given an alternative for meeting the academic requirement. There are a variety of valid claims, and there is no practical, dignified, or legal means to assess individual claims; students' requests for relief due to a religious observance should be accepted at face value.

[Read the full religious observance policy.](#)

## Putting the Policy into Practice

The following guidance aims to provide further explanation, resources, and examples on how to put the university's religious observances policy requirements into practice.

### **Proactively plan ahead to avoid scheduling conflicts, when possible**

- Avoid scheduling conflicts between examinations or major course activities and religious observances.
- Use this calendar: [secfac.wisc.edu/academic-calendar/](http://secfac.wisc.edu/academic-calendar/) to assist in your planning. The list is not exhaustive; all requests from students should be accepted at face value, whether or not the observance in question appears on the calendar.

### **Communicate with your students to raise awareness and define expectations**

- Include the policy in your syllabus and announce it to your students at the start of the semester.
- Remind students that they are responsible for notifying instructors about their requests within the first two weeks of the class and for completing course requirements.
- Inform students that, when conflicts arise, you, any co-instructors or teaching assistants will follow the policy and outline how you plan to offer alternative pathways to fulfilling course requirements (see below for further guidance on offering alternatives).

### **Accept students' requests at face value**

- There are a variety of valid claims, and there is no practical, dignified, or legal means to assess individual claims.

### **Be prepared to offer alternative pathways to fulfill course requirements**

- It may not always be possible to avoid overlap between examinations or major course assignments and religious observances – plan in advance for how to offer alternative pathways to complete course requirements.
- Make-ups may be scheduled before or after their regularly scheduled dates.
- In some courses, instructors allow students to drop a lowest examination, quiz, or other assignment grade in the calculation of final grades. This option should not be used for students who need to miss said course requirement due to a religious observance. Students should be given an alternative way to complete the course requirement.
- Similarly, in some courses, instructors permit students to miss a specific number of class sessions without a grade penalty. This option should not be used for students who need to miss class due to a religious observance. When a student misses class due to a religious observance, that absence should not be counted towards the number of absences otherwise allowed to all students in the course.
- Within these general parameters, the precise nature of alternative assignments provided for students will differ from course to course.

If you have any questions, please do not hesitate to contact:

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