



UNIVERSITY OF CINCINNATI COLLEGE OF MEDICINE

POLICY TITLE: <i>Religious Observance Policy</i>	APPROVAL DATE: <i>July 3, 2019</i>
RESPONSIBLE DEPARTMENT: <i>Office of Student Affairs</i>	APPLIES TO: <i>All Students</i>

The COM abides by the UC Religious Observances and Class Attendance Policies that respect the religious diversity of its students by providing opportunities, where possible, for accommodation in cases where conflicts exist between students' religious beliefs/practices and educational activities.

ACCOMMODATION FOR RELIGIOUS PURPOSES: M1-4

In clinical settings, such religious observances must honor the primacy of a commitment to patient care and avoid unduly burdening faculty, staff and the general student population involved in the affected educational and/or patient care activity.

PROCEDURE FOR REQUESTING ACCOMMODATION

M1-4: The Office of Student Affairs (OSA) sends an email annually to all students with instructions for submitting a request for religious accommodations. This applies to the COM student who, because of religious beliefs or practice, believes that he or she is unable to attend a class, participate in an examination, or in other ways fulfill an educational requirement of any course, clerkship or other required activity. For those requests that are strictly for time away from mandatory components of the curriculum in observance of a religious holiday, the request should be limited to the minimum specific time/day of the religious observance. Accommodations are not granted for social/family holiday gatherings.

OSA may ask for further clarification, in writing or in person, if the student request lacks sufficient details. The requests are forwarded to the appropriate course/clerkship/elective directors for review and approval.

Students will be notified, in writing, of the final accommodation determination made by the course/clerkship/elective director. Given the varied acuity/complexity of patient care across sites, some may be unable to guarantee time off in advance or know that they will be unable to fully or partially meet the requested accommodation.

Across all 4 years of the curriculum, each student will complete an MSSF for the planned absence, that was approved for religious observance, and will upload the written communication received from OSA detailing the final religious observance determination to the MSSF.

Additional M3 requirement: Students will attach a copy of the final religious observance determination, received from OSA, to the lottery/biosketch form that they receive from each M3 clerkship prior to starting the rotation.

Additional M4 requirement: When students add electives on MedOneStop, they should document in the "Notes" section that they have been approved for religious accommodations specifying any dates and times approved for the absence during that elective. The students will then email the written final accommodation determination, received from OSA, to the appropriate elective coordinator(s) within 5 business days of adding the elective.

PROCEDURE FOR GRIEVANCE OF ACCOMMODATION DECISION

Students should follow the Grievance Procedure in the Student Handbook