



**University of Central Florida**  
**2016 Summer Access Programs**

## **Religious Accommodation Waiver**

Student Academic Resource Center (SARC)/Multicultural Academic & Support Services (MASS)/First Year Advising and Exploration (FYAE)

The 2016 Summer Access Program has adopted guidelines for students requesting accommodation in the attendance policy regarding mandatory components for religious observations. Please read this form in its entirety and if possible, submit your request prior to the first day of classes, **June 27, 2016**.

### **Religious Accommodation: Guidelines for Summer Access Program**

It is the practice of the University of Central Florida to reasonably accommodate the religious observances, practices, and beliefs of individuals in regard to admissions, class attendance, and the scheduling of examinations and work assignments. A student who desires to observe a religious holy day of his or her religious faith must notify the appropriate Access Program and all of his/her instructors **at the beginning of the term** whenever possible to be excused from classes and other mandatory components of the program to observe the religious holy day. Adequate time must be given to the program staff in order to obtain approval.

The student is responsible for any material covered during the excused absence, but is permitted a reasonable amount of time to complete any work missed.

Federal and state statutes require that the university provide accommodation for religious observance, upon request. Those requests must be considered "reasonable" by the university. Requests will be evaluated on the following factors:

- *Does the request represent leave for a bona fide religious observance?*
- *Was the request complete and made in a timely manner?*
- *Will the request have an adverse impact on the Summer Access Program or fundamentally change its requirements?*

**Requests must be made in writing either via email or hard copy and returned to the Student Academic Resource Center.** Requests can be denied if the Summer 2016 Access Program Team has not found the above criteria to have been met. Please call SARC at 407-823-5130 or email <http://access.sdes.ucf.edu/contact> with any questions and to turn in requests.