

## RELIGIOUS OBSERVANCES FOR COLLEGE OF HUMAN MEDICINE STUDENTS

In keeping with the University policy on religious observances, the College of Human Medicine administration and faculty will honor student requests for an anticipated absence from a required activity, including but not limited to an examination, when it falls **on** a religious holiday.

### **Blocks I and II**

If the religious holiday falls on a day of a required activity or an examination, the student should:

- ❖ Fill out the form entitled “Request for Approval of Absence from an Examination or Required Experience” at least **5 class days** in advance
- ❖ When applicable, notify the appropriate course faculty member(s) and small group members of the absence

If the request is approved for an **examination**, the student will be given the opportunity to take a make-up examination.

If the request is approved for a **required experience**, the student will usually be required to submit a make-up assignment within a specified time period.

### **Block III**

If the religious holiday falls on a day of a required activity or an examination, the student should:

- ❖ Submit the request according to Block III policies at least **30 days** prior to the beginning of the clerkship from which time off is being requested
- ❖ If permission for an absence is granted, it is the student’s responsibility to notify his or her clinical preceptor
- ❖ Approved time off for religious holiday observance will not be counted against the total allowable days of absence, but time off must be made up during the clerkship

Additional information on MSU’s Religious Observance policy can be found on the following websites:

- ❖ Office of Inclusion and Intercultural Initiatives: <http://www.inclusion.msu.edu>
- ❖ Registrar’s Office: <https://www.reg.msu.edu/ROInfo/Notices/ReligiousPolicy.aspx>