



Religious Observance Policy

The Institute for Clinical Social Work (ICSW) recognizes and respects the diverse religious beliefs, practices, and observances of its students. Consistent with its commitment to an inclusive and respectful learning environment, ICSW seeks to provide reasonable opportunities for students to observe sincerely held religious practices when doing so can be arranged without compromising essential academic, clinical, or program requirements.

Religious Exemptions

Students may request reasonable exemptions for religious observances or practices that preclude the student from meeting required academic activities, including classes, assignments, or other required program activities.

Examples of possible exemptions may include:

- Reasonable flexibility in assignment or examination deadlines;
- Opportunities to make up missed examinations or required academic activities;
- Reasonable adjustments to attendance requirements; or
- Other reasonable alternatives that allow a student to observe a religious practice while meeting the essential requirements of the course or program.

Exemptions for observations are considered on an individual basis. ICSW will make reasonable efforts to identify an appropriate alternative; however, an alternative may not be available when the requested adjustment would fundamentally alter an essential academic or program requirement, interfere with required learning outcomes, or create significant operational or programmatic difficulties.

Requesting an Exemption

Students should submit requests for religious observance in writing to the Assistant Dean of Academic Affairs as soon as reasonably possible after becoming aware of a religious event precluding an academic activity.

Students should provide sufficient information to explain the nature and timing of the religious observance and the exemption being requested. Students will not be expected to

provide extensive documentation or disclose personal religious information beyond what is reasonably necessary to evaluate the request.

Students are responsible for communicating with faculty regarding approved alternatives and for completing any alternative or make-up work within the established timeframe.

Academic Requirements

Exemptions for religious observance will be implemented in a manner that maintains the academic and professional standards of ICSW programs. Arrangements may not eliminate essential course, clinical, practicum, internship, licensure, accreditation, or other program requirements.

Respect and Non-Retaliation

ICSW expects all members of the academic community to respect students' religious beliefs and practices. Students who request or receive a religious exemption should not be subjected to retaliation or adverse treatment because of the request.

Questions regarding this policy or requests for religious exemption may be directed to the Assistant Dean of Academic Affairs.