

3357:13-14-752 Religious Accommodation Procedure

North Central State College is committed to students' freedom to practice their sincerely held religious beliefs. The purpose of the Religious Accommodation Policy (3357:13-14-75) is to ensure that students are provided with alternative accommodations for faith-based absences, as set forth in Testing Your Faith Act, Ohio Revised Code Section 3345.026, and to guide the College in providing the procedure for students to request alternative accommodations for reasons of faith.

Per the Testing Your Faith Act, students are given up to three (3) days of absences per term for activities or holidays conducted under the auspices of a religious denomination, church, or other religious or spiritual organization. The religious belief or practice must severely affect student's ability to take an exam or complete an academic requirement on the due date. To receive alternative accommodations, students must submit a Request for Religious Accommodations form (14-752a), within 14 calendar days of the first day of class.

Procedure

- (A) Student determines that an organized activity connected to their religious denomination, church, other religious/spiritual organization conflicts with a class meeting or assignment deadline.
- (B) Students must notify their instructor(s) within fourteen (14) calendar days of the first day of instruction of the dates that they desire a religious accommodation. Notification is documented by submitting a completed Request for Religious Accommodation form.
 - (1) Students who notify their instructor(s) of their intended absences due to religious beliefs and activities will receive alternative accommodations for missed exams or other academic requirements as a result of such absences. There is no academic penalty for taking absences under this policy.
- (C) Student obtains Request for Religious Accommodation form (14-752a) from their advisor or their dean's office. Student will complete the form, sign and submit a copy to their instructor.
- (D) Instructor responsibilities:
 - (1) An instructor shall accept without question the sincerity of a student's religious or spiritual belief system and shall keep requests for accommodation confidential from all individuals without a legitimate educational interest in the request.
 - (2) An instructor shall discuss with the student alternative methods for receiving class instruction that will be missed, schedule a time and date for an alternative examination and/or assignment. Alternative due dates may be before or after the time and date that the examination or other academic requirements was originally scheduled.
 - (3) Instructor will notate the Request for Religious Accommodation form to include the

alternate arrangements made with the student and send the completed form to the Academic Services office.

- (E) Upon receipt of the Request for Religious Accommodation form, Academic Services will log the form into the Religious Accommodations tracking system.
 - (1) Academic Services will maintain the forms in a central repository.
 - (2) Academic Services will track the requests to ensure that students do not exceed the limitations (up to three (3) days of absences per term) set by the Testing Your Faith Act.

- (F) Grievances
 - (1) Students who do not feel that their religious accommodations were met and wish to file a complaint should contact their program Dean or Assistant Dean.
 - (2) If a student has any grievance with regard to the implementation of this Policy, they should follow the 3357:13-15-02 Student Complaint and Appeal Policy.

Effective: March 28, 2023

Next Review: March 1, 2028

Review Dates: 3/28/23