

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

STUDENT RELIGIOUS ACCOMMODATIONS

Effective March 23, 2023

Policy 7-16

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(A) PURPOSE

- (1) The College reasonably accommodates the sincerely held religious beliefs and practices of students on all examinations or other academic requirements and absences for reasons of faith or religious or spiritual belief system in accordance with the “Testing Your Faith” Act.

(B) STUDENT RIGHTS

- (1) Students are permitted to be absent for up to three (3) days each academic semester for reasons of faith or religious or spiritual belief system or to participate in organized activities conducted under the auspices of a religious denomination, church or other religious or spiritual organization without academic penalty.
- (2) Students shall be provided with alternative accommodations for examinations and other academic requirements missed due to the absence described above, if both of the following apply:
 - (a) The student's sincerely held religious belief or practice severely affects their ability to take an examination and/or meet an academic requirement.
 - (b) Not later than fourteen days after the first day of instruction in a course, the student provides the instructor with written notice of the specific dates for which they request alternative accommodations.
- (3) Students may contact the Executive Assistant for the Office of Academic Affairs for additional information about this policy.

(C) INSTRUCTOR OBLIGATIONS

- (1) Instructors shall accept without question the sincerity of a student’s religious or spiritual belief system.
- (2) Instructors shall keep requests for alternative accommodations confidential.
- (3) Instructors shall schedule a time and date for an alternative examination and/or other academic requirement(s), which may be before or after the originally scheduled time and date but is without prejudicial effect.
- (4) Instructors shall include a syllabus statement in each course that includes:

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- (a) A description of the general process for requesting accommodations; and
- (b) A statement referring students to the Executive Assistant for the Office of Academic Affairs as the point of contact for additional information about this policy.

(D) COLLEGE WEBSITE POSTING REQUIREMENTS

- (1) The College shall post a copy of this policy on its website.
- (2) The College shall post a non-exhaustive list of major religious holidays and festivals for the next two (2) academic years. This list will include a statement that the list is non-exhaustive and may not be used to deny accommodations to a student for a holiday or festival of the student's faith or religious or spiritual belief system that does not appear on the list.

(E) STUDENT GRIEVANCE PROCESS

- (1) Students are provided a grievance process if they believe this policy has been violated.
 - (a) A student may first discuss their concern with the instructor to determine if a resolution can be reached.
 - (b) A student may file a written grievance explaining how they believe this policy was violated with the chairperson of the department offering the course in question within ten (10) business days of the alleged policy violation.
 - (c) If additional information is needed from the student to understand or to clarify the grievance, the department chairperson shall contact the student prior to consulting with the instructor. The department chairperson shall issue a written response to the student within ten (10) business days of receipt of the grievance.
 - (d) If the grievance involves the denial of day(s) of absence under Section (B) of this policy, the department chairperson shall make every reasonable effort to respond to the grievance prior to the requested dates.
 - (e) The determination of the department chairperson is final.
 - (f) For purposes of this policy, "business days" are Monday through Friday when

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classes are in session, excluding holidays and times when the College is closed.

(F) The President may establish procedures to administer this policy.