

3354:1-60-04 Religious Accommodation Policy

- (A) Religious accommodations for students. The College is committed to making reasonable accommodations for the religious and spiritual identities of its students so they do not experience adverse academic consequences based upon religious or spiritual beliefs or observances that conflict with academic requirements.
 - (1) In accordance with Ohio's Testing your Faith Act, a student may be absent for up to three days each academic semester to take holidays for reasons of faith, or religious or spiritual belief system, or to participate in organized activities conducted by a religious denomination, church or other religious or spiritual organization.
 - (2) The College shall not impose an academic penalty as a result of a student being absent as permitted in this policy.
 - (3) The College shall provide a student with an accommodation for examinations and other academic requirements missed due to an absence permitted in this policy provided that:
 - (a) The student's religious belief affects the student's ability to take an examination or meet an academic requirement, and
 - (b) Not later than fourteen days after the first day of instruction in a particular course, the student provides the instructor with written notice of the specific dates for which the student requests an accommodation.
- (C) 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 schedule a time and date for an alternative examination, which may be before or after the time and date the examination or other academic requirements was originally scheduled. There shall be no negative academic impact on the student for requesting and utilizing an accommodation pursuant to this policy.
- (D) College responsibilities.
 - (1) The College shall make this policy available in a prominent location(s) on its public website and shall include the contact information of an individual(s) who can provide further information about the policy to the College community.

- (2) The College shall post a non-exhaustive list of major religious holidays or festivals for the next two academic years on its public website.
- (3) The College shall not use the list of non-exhaustive major religious holidays or festivals to deny accommodation to a student.
- (3) The College shall require a statement in each course syllabi which includes:
 - (a) A description of the general procedure for requesting religious accommodations, and
 - (b) Contact information for an individual at the College whom students may contact for more information about religious accommodations.
- (4) The College's religious accommodations procedure includes a process under which a student may file a complaint with regard to the implementation of this policy.
- (E) Religious accommodations for employees. In accordance with Title VII of the Civil Rights Act of 1964, Cuyahoga Community College (the "College") will reasonably accommodate the religious beliefs, observances, and practices of its employees, e.g., accommodate a religious belief, observance, or practice which conflicts with an employment requirement, provided the accommodation does not pose an undue hardship on the College.
- (F) Additional Religious Accommodations. Nothing in this policy shall preclude a student or employee from requesting and receiving a full and reasonable religious accommodation granted by the College pursuant to the Religious Accommodations procedure.
- (G) The President or the President's designee is hereby directed to take all steps necessary and appropriate for the effective implementation of this policy.

Effective date: March 30, 2023