

PROCEDURE TITLE:	RELIGIOUS ACCOMMODATIONS FOR EXAMINATIONS AND OTHER REQUIREMENTS
PROCEDURE NO.:	2.21:1
RELATED POLICY:	2.21
PAGE NO.:	1 OF 2
RESPONSIBLE ADMINISTRATOR:	PROVOST
EFFECTIVE DATE:	04/21/2023
NEXT REVIEW DATE:	04/2026
APPROVED BY:	PRESIDENT

## 1.0 PURPOSE

The University enacted Policy No. 2.21, Accommodations for Student Religious Beliefs, to conform with requirements of the Testing Your Faith Act of the 134<sup>th</sup> Ohio General Assembly (“Act”), codified in Ohio Revised Code section 3345.026. This procedure addresses the details of how the policy will be followed.

## 2.0 ACCOMMODATIONS FOR RELIGIOUS CONFLICTS

- 2.1 The University will reasonably accommodate the sincerely held religious beliefs and practices of students when those beliefs or practices conflict with examinations in a course in which they are enrolled, or with any other academic requirement of the class.
- 2.2 The University will grant absences of up to three days each semester to take holidays associated with the student’s faith or religious or spiritual belief system, or to participate in organized activities conducted under the auspices of a religious denomination, church, or spiritual organization. No student will be penalized for any absence permitted by this policy or procedure.

## 3.0 REQUESTS FOR ACCOMMODATION

- 3.1 A student who seeks an alternative accommodation for an examination or other academic requirement that they would miss pursuant to section 2.1 or 2.2, above, shall provide the instructor(s) affected by the request with written notice of the specific dates for which an alternative accommodation is sought. The University may establish a form for such requests. The notice shall be provided as early as possible after the commencement of a course and not more than fourteen (14) calendar days after the first day of instruction in the course(s).
- 3.2 Instructors who receive requests under section 3.1, above, shall accept without question the sincerity of the student’s religious or spiritual belief system, and shall keep all students’ requests under Policy 2.21 confidential.

- 3.3 Instructors will schedule a date and time for an alternative examination or alternative completion of the assignment, as applicable, which may be before or after the date and time that it was originally scheduled. The selection of an alternative date shall be done in a way that does not prejudice the student.

#### 4.0 NON-EXHAUSTIVE LIST OF HOLIDAYS

The Ohio Department of Higher Education has issued a non-exhaustive list of religious holidays/holy days that may form the basis for accommodation requests under this procedure. The current version of the non-exhaustive list as well as Policy 2.21 and this procedure will be posted on the University's web site at [www.shawnee.edu/academic-calendar](http://www.shawnee.edu/academic-calendar). An absence requested by a student for a holiday contained on this list will be presumed valid under the Act. However, since the list is non-exhaustive, faculty should liberally grant requests for absences for holidays or activities that are not included on the list that are for religious, faith, and other spiritual activities, unless the student's request is clearly unreasonable. Faculty who deny a request as clearly unreasonable should report such a decision to the Provost's office.

#### 5.0 SYLLABUS STATEMENTS

All instructors shall include in each course syllabus a statement that explains how a religious accommodation may be requested under Policy 2.21 and also provide the contact information in section 6.0, below.

#### 6.0 OBTAINING MORE INFORMATION

Students, faculty, and others can obtain more information about Policy 2.21 and this procedure by contacting the Office of the Registrar at (740) 351-4734 or [ssu\\_registrar@shawnee.edu](mailto:ssu_registrar@shawnee.edu).

#### 7.0 GRIEVANCES

A student who believes the University has not followed Policy 2.21 or this procedure properly may file a grievance by clicking on the "Report a Complaint" quick link at the bottom of any page on the University's web site, which will access the "Report a Complaint" page. On the "Report a Complaint" page, the student should click on the "Religious Accommodation" link from among the "Report Complaints About" options in the right column, and submit the form. The form will be routed to the Dean of Students or their designee, who will review the form, obtain other information that is necessary to address the grievance, and take appropriate action to resolve the grievance.

#### History

Effective: 4/21/2023