

**3358:11-2-63 Accommodation for a student absence for the observance of religious beliefs and practices policy.**

- (A) Purpose. Pursuant to section 3345.026 of the Revised Code, Owens community college will provide a reasonable accommodation for a student with a sincerely held religious belief and practice with respect to an absence for reason of faith or religious or spiritual belief system for an exam, assessment or other academic requirement.
- (B) Permissible. A student is allowed to be absent for up to three days each semester for the reason of faith or religious or spiritual belief system or to participate in an organized activity conducted under the auspices of a religious denomination, church, or other religious or spiritual organization.
- (C) Requirements.
  - (1) An alternative accommodation for a student who has an absence from an exam, assessment or other academic requirement will be granted, if:
    - (a) The student's sincerely held religious belief or practice severely affect the student's ability to take an exam, an assessment or meet an academic requirement; and,
    - (b) Within the first consecutive fourteen days of a course, the student provides the instructor with a written notice of the date(s) requesting an alternative accommodation.
  - (2) An instructor must accept without question the sincerity of a student's religious or spiritual belief system and the request for an alternative accommodation must be held confidential. The instructor must schedule, without prejudicial effect, another time and date for the missed exam, assessment or other academic requirement.
  - (3) The course syllabus must include a reference to this rule for a student, with a sincerely held religious belief and practice, to provide notice of an absence for reason of faith or religious or spiritual belief system for an exam, assessment or other academic requirement and to request an accommodation. The course syllabus must include the contact information of the college

representative who can provide a student with further information about this rule.

- (4) The college website must post this rule in a prominent location, including the contact information of the college representative who can provide further information; and, a list of major religious holidays or festivals for the next two academic years that may be from the Ohio department of higher education.
  - (5) The institution must note alongside the posted, printed, or published rule that the list of major religious holidays or festivals is not exhaustive and the exclusion of certain holidays or festivals may not be the basis for denying accommodation to a student. Said rule or said list may not be used to deny full and reasonable accommodations to a student for any sincerely held religious belief or practice for exams or other academic requirements and absences for reasons of faith or religious or spiritual belief system.
- (D) Impermissible. The college or an employee of the college is prohibited from imposing an academic penalty as a result of a student's absence under this rule.
- (E) Supplements. A student can request an appeal, as this rule supplements and supports Owens community college rule 3358:11-2-54 of the Administrative Code (grade appeal). This rule also supplements Owens community college rule 3358:11-2-51 of the Administrative Code (graduation requirements).
- (F) Implementation. The effective date of this rule corresponds to the effective date of state law, April 3, 2023. The chief academic officer will implement procedures, guidelines, and forms, which are consistent with the provisions of this rule.

Effective date: 04/22/2023

Promulgated under:	111.15
Statutory authority:	3358.08
Rule amplifies:	3358.08
Prior effective dates:	NA