

OWENS COMMUNITY COLLEGE
PROCEDURES

**Accommodation for a student absence for the observance of religious beliefs and practices
Board Policy No.: 3358:11-2-63**

PROCEDURES:

1. Introduction. This procedure supplements the Accommodation for a Student Absence for the Observance of Religious Beliefs and Practices Policy adopted by the Owens Community College Board of Trustees, in accordance with Ohio Revised Code 3345.026.

The College is committed to making reasonable accommodations for the religious identities and practices of its students including the prevention of adverse academic consequences based upon religious beliefs or observances that conflict with academic requirements.

2. Permissible. In accordance with Ohio's Testing your Faith Act, the College shall permit a student to be absent for up to three days each academic semester to take a holiday for reason of faith, or religious or spiritual belief system, or to participate in organized religious activities conducted by a religious denomination, church or other religious or spiritual organization. The College will not impose an academic penalty as a result of a student being absent as permitted by Ohio law.
3. Requirements. A student seeking an accommodation for absences permitted under Ohio's Testing Your Faith Act must provide the instructor with a written notice by email of the specific dates for which the student requires an accommodation and must do so not later than fourteen (14) days after the first day of instruction.
 - a. The course instructor will inform and reply to the student in writing by email to confirm the request or if an alternative accommodation will be provided other than the one requested.
 - b. The College shall provide an accommodation for an examination, assessment or other academic requirement that will be missed due to absence(s) permitted by Ohio's Testing your Faith Act. The College may provide an alternative reasonable accommodation rather than the student's proposed accommodation, so long as it still allows for the student to observe or practice their religious belief.
 - c. Examples of accommodations include, but are not limited to:
 - i. Rescheduling an exam or giving the student a make-up exam;
 - ii. Adjusting a due date;
 - iii. Assigning make-up work that is no more difficult than the original assignment;
 - iv. Exempting attendance points for the days missed (taking those points from the both the numerator and denominator);
 - v. An accommodation that involves an alternative examination time or date must be provided in a comparable format and difficulty to the examination given to the entire class.

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4. Complaint Process. A student who believes they have not received an excused absence, accommodation, or feel they experienced an adverse academic penalty as a result of an absence or accommodation permitted by Ohio law, may file a complaint with the College:
 - Owens Community College Link – scroll to Comments/Complaints:
<https://www.owens.edu/contact/>
5. Clinical Education Setting. A student who believes they need a reasonable religious accommodation in a clinical setting must inform their program director, or College employee in an equivalent position, in writing by email of the need for the accommodation prior to the start of the clinical experience. The College will make a good faith effort to notify and work with clinical education partners (i.e. hospitals, schools, internship providers, etc.) to provide a reasonable religious accommodation in the clinical environment that does not create an undue hardship on the clinical facility.

Effective Date April 22, 2023

The procedures conform to the policy, as approved by the Board of Trustees, April 11, 2023.

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