

RELIGIOUS ACCOMMODATIONS POLICY

Division: Academic Affairs

Policy Statement

Terra State Community College (TSCC) promotes an inclusive environment allowing for religious expression. The College will work to reasonably accommodate the sincerely held religious beliefs and practices of individual students with regard to all examinations or other academic requirements and absences for reasons of faith or religious or spiritual belief system.

Policy Details

Students may request accommodations for examinations and/or other academic requirements under this policy if:

- Sincerely held belief severely affects the student's ability to take an examination or meet an academic requirement and
- Students provide a list of dates within 14 calendar days after the first day of instruction in a particular course

Students are permitted to request up to three (3) days of absences per academic term for faith, spiritual belief, and participation in organized activities and/or spiritual organizations.

Instructors must accept, without question, the sincerity of belief and keeps all requests for accommodations confidential. Instructors may schedule alternative dates for examinations or other class requirements to be before or after scheduled dates, but does so without prejudice.

There will be no academic penalty for taking absences under this policy.

An individual's request for time off from school activities to accommodate religious needs, observances, and practices is reasonable unless university operations would suffer unduly by granting the individual's request. Instructors are expected to provide information about how absences will be managed to all students during the first week of classes (both orally and within the syllabus). Students must notify their instructors, in writing, of any religious accommodations during the first 14 calendar days of the course.

Procedures

It is the student's responsibility to present, within the first 14 calendar days after the start of a course, a written request for the required absence or accommodation to each instructor whose class is to be missed. Students who know they will require a religious accommodation, but who may not know the

date of the religious observance, should communicate with their instructors about this possible need at the start of the semester.

If concerns arise about a requested accommodation, faculty members should consult their divisional dean for assistance

Any other questions regarding this policy may be directed to Academicaffairs@terra.edu

Resources

[Link to R.C. 3345.024\(C\)](#)

Documentation

NA

Definitions

NA

Approval History

<i>Date</i>	<i>Policy/Procedure or Entire Document</i>	<i>Notes (Types of Actions)</i>	<i>**Approved by</i>
02/20/2023	Policy	Issued	William Taylor, CASA Co-Chair
04/03/2025	Entire Document	Reviewed – no changes	Dr. Doug Mead, VPAA
04/29/2026	Entire Document	Reviewed – no changes	Dr. Doug Mead, VPAA

**Full name of CASA Committee Chair, signatory, or designee

Effective Date: 05/15/2023

Next Review Date: 5/31/2029