

RELIGIOUS ACCOMMODATION

Policy 3.97

Purpose

Glen Oaks Community College is a home for a diverse community of students, faculty and staff. The College values and supports diversity, including the diversity of spiritual expression and practice. Therefore, it is the policy of the College to enable students to observe those days set aside by their chosen religious faith. In the absence of a simple and dignified way to determine the validity of individual claims, the claim of a religious conflict should be accepted at face value.

Scope

This policy applies to all enrolled students or those seeking admission to the college.

Applicability

This policy states institutional and individual expectations for faculty, staff, and students to enable students to observe religious days set aside by their chosen religious faith. Faculty and staff must be sensitive to the observance of these days so that students who are absent from classes on these days are not disadvantaged.

- A. Students may request accommodations for up to three days of absences each semester for reasons of faith, religion, spiritual belief, or organized activities connected to their religious denomination, church or other religious/spiritual organization.
- B. Students must notify their instructor in writing of the dates they require religious accommodations within the first fourteen (14) calendar days of the course.
- C. Students who notify their instructor(s) of their intended absences due to religious beliefs and activities will receive alternate accommodations for missed exams or other academic requirements resulting from such absences. There is no academic penalty for taking absences under this policy.

Student Concerns

If a student feels that they have not received a religious accommodation allowed by this policy, they should notify the College of any concern or complaint by selecting the Report a Concern button at glenoaks.edu (<http://glenoaks.edu/>) and completing the General Complaint or Request for Assistance form (https://cm.maxient.com/reportingform.php?GlenOaksCC&layout_id=0).

History

Adopted by the Board of Trustees 2/22/24