



## Ohio Administrative Code

### Rule 3342-3-01.14 Administrative policy regarding accommodations for student religious and spiritual beliefs.

Effective: June 12, 2023

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(A) Purpose. The purpose of this policy is to establish procedures to reasonably accommodate the sincerely held 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 consist with section 3345.026 of the Revised Code.

(B) Absences. A student will be granted up to three days each academic term to take holidays for reasons of faith or religious or spiritual belief system or participate in organized activities conducted under the auspices of any religious or spiritual organization. The university shall not impose an academic penalty as a result of a student being absent as permitted in this policy.

(C) Alternative accommodations.

(1) Students will be provided with alternative accommodations with regard to examinations and other academic requirements missed due to an absence, if both of the following apply:

(a) The students sincerely held religious belief or practice severely affects the students ability to take an examination or meet an academic requirement; and

(b) Not later than fourteen days after the first day of instruction in a particular course, the student provides the instructor with written notice of the specific dates for which the student requests alternative accommodations.

(2) The instructor shall accept without question the sincerity of a students religious or spiritual belief system. An instructor shall keep requests for alternative accommodations confidential. An instructor shall schedule a time and date for an alternative examination, which may be before or after the time and date the examination or other academic requirement was originally scheduled but shall do so without prejudicial effect.



(D) Policy posting. Both of the following will be posted in a prominent location on the university website:

(1) A copy of this policy and the contact information of an individual who can provide further information about the policy;

(2) A nonexhaustive list of major religious holidays or festivals for the next two academic years. The posting shall explicitly state that the list is nonexhaustive, and that it may not be used to deny accommodations to a student for a holiday or festival of the student's faith or religious or spiritual belief system that does not appear on the list. No inclusion or exclusion of a religious holiday or festival on the list shall preclude a student from full and reasonable accommodations for any sincerely held religious beliefs and practices with regard to all examinations or other academic requirements and absences for reasons of faith or religious or spiritual belief system provided under this policy.

(E) Syllabus posting. Instructors are required to include in each course syllabus a statement regarding this policy. The statement shall include the following:

(1) A description of the general procedure for requesting accommodations;

(2) Contact information for an individual whom a student may contact for more information about the policy.

(F) Grievances. Students may notify the university of any complaint following the administrative policy and procedure for student academic complaints, rule 3342-4-02.3 of the Administrative Code.