POLICY NO. 325

Area: General Administration

Adopted: February 3, 2023

Revisions Approved:

SUBJECT: RELIGIOUS ACCOMMODATIONS/EXEMPTIONS POLICY

Introduction

Religious Accommodations

A. Policy Statement. It is the policy of Central State University to welcome individuals from all different faiths, philosophies, religious traditions, and other systems of belief. In order to facilitate their free exercise and free observance of sincerely-held religious beliefs, practices, and events, accommodations or exemptions from University policies may be requested and will be processed in accordance with this policy.

B. Student Absences.

a. Upon advance request, each student will be excused from class for up to three (3) days per academic semester in order to attend or participate in religious activities.

b. To request excusal under this policy, the student must notify their faculty, in writing and during the first fourteen (14) days of the semester, of the date(s) of each absence. The request must state that the proposed absence is for the student to participate in religious activities. The request need not provide, and faculty shall not require students to disclose, additional details about the nature of the student’s religious beliefs or their activities on the date of the proposed absence.

i. For purposes of this policy, faculty must accept without question the sincerity of a student’s religious beliefs.

ii. Faculty have discretion to approve or deny a student’s request for additional days of religious excusal. Such requests must be processed impartially and without regard to the student’s particular religious beliefs.
c. If an absence excused under this policy will cause a student to miss an examination, the faculty member will schedule a make-up examination on a date and time that is reasonably acceptable to the student and the faculty member, either before or after the date of the excused absence. The make-up examination need not be identical to that administered to the rest of the class but shall not be substantially longer or more difficult.

d. If an absence excused under this policy will severely affect the student's ability to meet any academic requirement, the student may request additional accommodations from the faculty member. The request must (1) be in writing, (2) state that it is a request for religious accommodations, and (3) identify the particular accommodations the student desires.

i. Faculty will notify the student promptly and in writing if a request is approved.

ii. Faculty may approve a request "with modification" if the student consents.

iii. Before denying a request, the faculty member shall first permit the Office of Disability Services to mediate in an effort to identify mutually acceptable alternatives, and then if that effort is not successful, consult with the Office of General Counsel.

e. Records and information regarding student religious absences and accommodations shall be kept confidential and not disclosed except (1) with the student's written consent or (2) to University employees, contractors, and vendors with a bona fide need to know the information.

f. As used in this policy, the term "religious" includes traditional tenets of established faiths, and also deeply held personal moral or ethical beliefs as to what is right and wrong, which are sincerely held with the strength of traditional religious views. For purposes of administering this policy, the University shall accept without question the sincerity of a stated belief.

g. It is the student's responsibility to submit any request for religious excusal or accommodation sufficiently in advance of their need to allow a reasonable opportunity for processing. The University will process such requests promptly.

C. Further Information. Further information about this policy is available from Laura Wilson at the Office of the General Counsel, lwilson@centralstate.edu (937) 376-6013, Newsom Administration Building, 1400 Brush Row Road, Wilberforce, Ohio 45384.

D. Required Postings. The General Counsel shall cause this policy, and a non-exhaustive list of major religious holidays for the next two academic years, to be posted prominently on the University's website. The list may not be used to deny accommodation to any student for a religious holiday or festival that does not appear therein.
Non-exhaustive List of Religious Holidays/Holy Days (2024)

House Bill 353 of the 134th General Assembly directed the Ohio Department of Higher Education (ODHE) to develop a non-exhaustive list of major religious holidays or festivals for the next two academic years at the beginning of each academic year. Each state institution of higher education may adopt ODHE’s list in its entirety, or choose instead which holidays to include on its list. As required by the statute, the list of major religious holidays and festivals included herein is non-exhaustive and is not intended to purposefully exclude any religious holidays or festivals. This list is meant to serve solely as a resource for state institutions of higher education to utilize, at their discretion, in adopting a list on their websites.

Judaism
Tu BiShvat
Purim
Yom HaShoah
Lag B’Omer
Pesach (Passover)
Yom HaSho’ah
Yom Ha’Azmaut
Shavuot
Tisha B’Av
Rosh Hashanah
Yom Kippur
Sukkot
Shemini
Simchat Torah
Hanukkah

Christianity
Feast of Mary Mother of God
Christmas – Eastern Orthodox
Epiphany
Ash Wednesday
Lent
Orthodox Lent
Feast of the Annunciation
Palm Sunday
Holy Thursday
Good Friday
Easter
Pascha/Easter (Eastern Orthodox)
Feast of the Ascension
Pentecost
Trinity Sunday
Corpus Christi Sunday
Solemnity of the Sacred Heart of Jesus
Nativity of St. John the Baptist
Feast of Saints Peter and Paul
Feast of St. Ignatius Loyola
Feast of the Assumption of Mary
All Saints Day
All Souls Day
Dia de los Muertos
Feast of Christ the King
Advent Season
Feast of St. Francis Xavier
Feast of the immaculate Conception
Feast of Our Lady of Guadalupe
Christmas

Islam
Sabe-Miraj or Lailatul Me’raj
Sabe Barat
Ramadan
Lailatul Qadr
Eid al-Fitr

Day of Arafah/Haj/Waqf of Arafah
Eid-ul Adha
Islamic New Year
Ashura
Mawlid-al-Nabi

Hinduism
Maha Shivaratri
Shri Ramakrishna Jayanti
Holi
Rama Navami
Mahavir Jayanti
Raksha Bandhan
Krishna Janmashtami
Navaratri
Diwali

Buddhism
Bodhi Day
Lunar New Year
Magha Puja Day
Vesak
Buddha Day/Visakha Puja
Diwali

Sikh
Birthday of Guru Gobind Singh Sahib
Mahavir-Jayanti
Vaisakhi
Martyrdom of Guru Arjan Dev Sahib
Diwali
Martyrdom of Guru Tegh Bahadur Sahib
Birthday of Guru Nanak Dev Sahib

Bahá’í
‘Alí’ (Loftiness)
Naw-Rúz
Ridván
Declaration of the Bab
Ascension of Bahá’u’lláh
Martyrdom of the Bab
Birth of the Bab
Birth of Bahá’u’lláh
Ascension of ‘Abdu’l-Bahá

Shinto
Gantan-sai
Setsubum-sai

Other
Kwanzaa
Lunar New Year

Ohio
Department of
Higher Education