

# POLICY NO. 325

**Area: General Administration**

Adopted: February 3, 2023

Certified by \_\_\_\_\_

*Original signature on file in  
Office of General Counsel*

Curtis Pettis  
Vice President for Administration and  
Finance

Revisions Approved:

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## SUBJECT: RELIGIOUS ACCOMMODATIONS/EXEMPTIONS POLICY

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### 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](mailto: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

'Alá' (Loftiness)  
Naw-Rúz  
Ridván  
Declaration of the Bab  
Ascension of Bahá'u'lláh  
Martyrdom of the Bab  
Birth of the Bab  
Birth of Bahá'ullah  
Ascension of 'Abdu'l-Bahá

## Shinto

Gantan-sai  
Setsubun-sai

## Other

Kwanzaa  
Lunar New Year

