

Policy Title: **RELIGIOUS ACCOMMODATIONS**

Policy Statement

Fox Valley Technical College recognizes that its students represent many diverse religious backgrounds. The College is committed to providing reasonable accommodation for students' sincerely-held religious beliefs with regard to examinations and academic requirements.

Following are the related procedures:

1. Students must provide in writing a notice to their instructor at least five (5) business days in advance of anticipated absence.
2. Faculty must provide an opportunity for students to make up missed examinations and materials in a timely manner without any prejudicial effect.
3. Students are responsible to make up missed examinations or materials in a timely manner prior to the end of that academic semester, where the date of absence permits sufficient time to do so.

Complaint Procedure

Any student wishing to file a formal complaint alleging violation of reasonable religious accommodation must do so in writing as soon as possible and within thirty (30) days of the action causing the complaint. The complaint should be directed to the Affirmative Action/EEO Officer. If the subject of the complaint is the Affirmative Action/EEO Officer, then the complainant shall contact the Human Resource Department. The entire complaint procedure, including timeframe for resolution and appeal process, can found at www.fvtc.edu in the document titled Equal Opportunity and Affirmative Action Procedures – Reporting Policy Violations..

Adopted: 08/17/93

Reviewed: 10/10/18

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