
Table of Contents

I.	Philosophy and Scope.....	1
II.	Definitions for the Purpose of this Policy and Procedures	1
III.	Responsible Senior Leader and Responsible Office	1
IV.	Entities Affected by this Policy and Procedures	1
V.	Procedures.....	2
VI.	Related Policies and Procedures	3

Religious Accommodations Policy and Procedures

I. Philosophy and Scope

Frederick Community College (“FCC” or the “College”) acknowledges the value of religious freedom and endeavors to foster an environment that respects and accommodates diverse religious practices and prohibits discrimination based on religious beliefs. FCC is dedicated to providing students with reasonable academic accommodations, enabling them to observe their sincerely held religious beliefs without incurring academic penalties or undue hardship.

This policy is aligned with Md. Code Ann., Educ., § 15-137, which states, "Each public institution of higher education shall adopt a written policy that provides reasonable academic accommodations for students to practice sincerely held faith-based or religious beliefs."

II. Definitions for the Purpose of this Policy and Procedures

- A. “Department Chair/Supervisor” is a College employee who oversees the responding party. Student complaints directed toward full-time or part-time faculty member members are primarily handled by the Department Chair. In scenarios where the Department Chair/Supervisor is the subject of the complaint, they can delegate a representative or have one assigned.
- B. “Religious Accommodation” refers to a modification to the course schedule or course requirements, including excused absences, to allow a student to observe faith-based or religious holidays or participate in organized religious activities without materially altering the academic program. Examples of reasonable accommodations are elaborated in Section V.
- C. “Responding Party” refers to the person or office against whom a complaint is directed.
- D. “Student” refers to an individual who is registered at the College, either full or part-time, in a credit or continuing education class or classes who has either paid or made arrangements for payment of tuition and/or fees.

III. Responsible Senior Leader and Responsible Office

Provost and Vice President for Teaching, Learning, and Student Success

Teaching, Learning, and Student Success

IV. Entities Affected by this Policy and Procedures

Students

Faculty

Religious Accommodations Policy and Procedures

V. Procedures

A. Notification of student request for accommodation:

1. Requests must be made in writing to the relevant faculty member (using FCC e-mail) and include:
 - a. The religious observance in question.
 - b. A description of how the observance impacts the completion of an assignment, class attendance, or another course expectation.

B. Faculty member response to a request for accommodation(s):

1. Faculty members are expected to provide reasonable academic accommodations for religious observances.
2. Faculty members must respond in writing via FCC e-mail to accommodation requests within two workdays. If approved, the response should include the nature of the accommodation. Appropriate accommodation options may include:
 - a. **Alternative Assessment:** Faculty members may provide students with the option to make up missed examinations or assignments due to religious observances through alternative assessment methods or rescheduling. Rescheduling could occur before the original due date if circumstances allow.
 - b. **Attendance Flexibility:** Faculty members may permit students to be absent from classes or academic activities related to religious observances without incurring any negative consequences.
 - c. **Extended Deadlines:** Faculty members may provide additional time for students to complete assignments or submit projects that overlap with religious holidays. The faculty member will determine the extent of the additional time granted.
 - d. **Access to Course Material:** Faculty members can provide alternative access to course materials for students who are unable to attend class due to religious observances via methods like recorded lectures or sharing of lecture materials.

If the faculty member does not approve the request, or if the student does not agree with the accommodation, the student can appeal the faculty member's decision.

C. Student appeal of faculty member response:

1. A student who disagrees with the faculty member's decision regarding a request for religious accommodation can submit an appeal to the Department Chair/Supervisor within five (5) workdays of the faculty member's decision.

Religious Accommodations Policy and Procedures

2. The Department Chair/Supervisor will strive to resolve the student's appeal of the faculty member's decision. The outcome should be summarized in writing (via FCC e-mail) and shared with the student and faculty member within ten (10) days of receiving the appeal.
 3. If the resolution attempt is unsuccessful, the student may submit a [Student Non-Grade Complaint](#). Information on how to do so can be found in the [Complaint Policy and Procedures for Students](#). This complaint must be filed within ten (10) days of the department chair/supervisor's informal attempt at resolution.
- D. The College provides spaces on campus to accommodate faith-based or religious practices. A non-exhaustive list of spaces available on campus for such activities includes multi-use spaces in the Student Center, Linganore Hall, and the Monroe Center. Inquiries regarding campus spaces open for faith-based or religious practices should be directed to Public Safety.

VI. Related Policies and Procedures

[Academic Standards Policy and Procedures](#)

[Code of Student Conduct Policy and Procedure](#)

[Complaint Policy and Procedure for Students](#)

[Non-Discrimination Policy and Procedures](#)