

## A. POLICY

Pursuant to Ohio Revised Code section 3345.024, the Testing Your Faith Act policy sets forth that state institutions of higher education must reasonably accommodate the sincerely held religious 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.

## B. POLICY GUIDELINES

- (1) A student may be absent for up to three days each academic semester to take holidays for reasons of faith, or religious or spiritual belief system, or to participate in organized activities conducted under the auspices of a religious denomination, church or other religious or spiritual organization.
- (2) Zane State College shall not impose an academic penalty as a result of a student being absent as permitted in this policy.
- (3) The College shall provide a student with alternative accommodations for examinations and other academic requirements missed due to an absence permitted in this policy, if both of the following apply:
  - (a) The student's sincerely held religious belief or practice severely affects the student's 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.

## PROCEDURES

- (1) An instructor shall accept without question the sincerity of a student's religious or spiritual belief system. An instructor shall keep requests for alternative accommodations confidential.
- (2) 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 requirements was originally scheduled, but shall do so without prejudicial effect (i.e., without negative academic impact on the student).
- (3) The College shall make this policy available in a prominent location on its website and shall include the contact information of an individual who can provide further information about the policy.
- (4) The College shall post a non-exhaustive list of major religious holidays or festivals for the next two academic years on its website. Each time the policy is posted, printed, or published, the College shall include a statement that the list is non-exhaustive and 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.

- (5) The College shall require instructors to include in each course syllabus a statement regarding the College's policy. The statement will include:
  - a. A description of the general procedure for requesting accommodations, and
  - b. Contact information for an individual at the College whom students may contact for more information about the policy.
- (6) A student may notify the College of any grievance with regard to the implementation of this policy. The student may report the incident on the My ZSC site.
- (7) Questions regarding this policy may be sent to the Provost and Chief Academic Officer's office (provost@zanestate.edu).

#### C. POLICY HISTORY

This policy outlines the requirements of the College, students, and faculty related to the Testing Your Faith Act. The Act was enacted by the 133rd General Assembly in House Bill 353 in 2022.

**Policy approved by President's Cabinet and the Board of Trustees April 2023**

#### D. INITIATING DIVISION

Academic Services

#### E. POLICY REVIEWERS

Academic Affairs Policies Subcommittee 3/20/2023  
Academic Affairs  
Faculty Senate  
Full Faculty  
President's Cabinet

#### F. POLICY REFERENCES

- a. *No forms referenced*
- b. *Ohio Revised Code 3345.024*
- c. *No connecting policies*

#### G. POLICY APPROVAL

<input type="checkbox"/>	To be approved by President's Cabinet only
<input checked="" type="checkbox"/>	To be approved by President's Cabinet and the Board of Trustees
<input checked="" type="checkbox"/>	To be sent to the State of Ohio's Electronic Rules Filing (ERF) system