

ADMINISTRATIVE POLICY  
**RELIGIOUS ACCOMMODATIONS**

*This policy pertains to employees and students.*

**Policy Statement**

Fox Valley Technical College is committed to providing a welcoming and inclusive environment and recognizes that its students represent many diverse backgrounds. The College is committed to providing reasonable accommodation for students' sincerely held religious beliefs, observances, or practices that may conflict with college policies, procedures, examinations, or other academic requirements unless such an accommodation would create undue hardship or fundamentally alter our work, program and/or mission.

Use the following related procedures to request religious accommodation:

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 for making up missed examinations or academic requirements in a timely manner, prior to the end of the current 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 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 file with the Human Resource Department. The entire complaint procedure, including timeframe for resolution and appeal process, can be found at [www.fvtc.edu](http://www.fvtc.edu) in the document titled Equal Opportunity and Affirmative Action Procedures – Reporting Policy Violations.

*Adopted: 08/17/1993*

*Reviewed: 03/15/2022*

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