POLICY: ~~-~~6Hx28:2-08

VALENCIA COLLEGE

Responsible Executive:
Executive Vice President, Academic Affairs and College Provost; Executive Vice President, Administrative Services~~Organizational Development and Human Resources; Provosts~~

Policy Contacts: ~~Assistant Vice President,~~ Chief Human Resources Officer

Specific Authority: ~~-~~1001.64, F.S.
Law Implemented: ~~-~~1001.64, F.S.; 1006.53, F.S.

Effective Date: ~~02-24-2021~~10-29-2026

Date of Last Policy Review:
~~02-07-2024~~10-29-2026

Accommodation of Religious Observances by Students

Policy Statement:

I. It is the policy of Valencia College ("College") to reasonably accommodate the religious observance, practice, and belief of individual students with regard to admissions, class attendance, and the scheduling of examinations and work assignments~~registration, official ceremonies, and attendance in class (including the scheduling of class activities, work assignments, and examinations)~~, by the provision of reasonable alternative means for students to carry out their responsibilities as students.

II. A religious holy day is defined as a significant day of religious observance as recognized by the highest governing body of that particular religious faith. ~~-~~Students requesting ~~a~~ religious accommodations with respect to their observance to a religious holy day(s) may be asked to provide information about their religious obligations.

III. The College President may adopt procedures to implement this policy.~~Students should refer to College Policy 6Hx28: 02-01 Discrimination, Harassment and Related Misconduct if questions or concerns arise about being unreasonably denied educational benefits due to their religious beliefs or practices, to include contacting the Assistant Vice~~

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~~President for Human Resources for additional information and/or assistance at 407-582-3421 or equalopportunity@valenciacollege.edu.~~

Policy History:

Adopted 3-22-95; Amended 2-24-2021; Amended 10-29-2026; Formerly 6Hx28:10-19

Related Documents/ Policies:

College Policy 6Hx28: 2-01 Discrimination, Harassment and Related Misconduct
College Policy 6Hx28: 8-10 Student Final Course Grade and Academic Dispute Resolution

Procedures:

I. Students are responsible for reviewing syllabi at the beginning of each term to identify course expectations that may be impacted by their observance of a religious holy day(s). At the beginning of each term, a student should submit a statement identifying their sincerely held religious belief, notifying the faculty/instructor of any date(s) of observance that may conflict with attending or participating in class related activities (i.e. class work requirements on a particular day, examinations, etc.). This statement of notification shall be in writing from the student and provided to the professor/instructor as soon as possible and no later than seven (7) calendar days prior to the holy day(s), or by the prescribed timeframe as communicated by the faculty/instructor at the beginning of the term.

II. Upon receipt of written notification, the respective faculty/instructor is responsible for excusing the student without penalty. In addition, the student shall be provided with a reasonable opportunity, as determined by the respective faculty/instructor, to complete any class related activity(ies) the student may miss due to the religious absence, either before or after the holy day(s).

III. A student excused from class or class related activities shall be responsible for material covered in their absence.

IV. If a student believes they have been discriminated against due to their religious belief or practice, they are encouraged to raise any concerns early to reach resolution in accordance with College Policy 6Hx28: 8-10 (Student Final Course Grade and Academic Dispute Resolution), Procedures Section III (B) and (C) [Academic Dispute: Information Resolution/Appeals]. If after all steps of the informal resolution appeal have been exhausted and the student still feels they are being discriminated against due to their religious belief(s) or practice(s), the student should refer to College Policy 6Hx28: 02-01 Discrimination, Harassment and Related Misconduct and contact Organizational

Development and Human Resources ("ODHR") Equal Opportunity at equalopportunity@valenciacollege.edu.

~~IV.~~V. Faculty/instructors with questions or seeking additional guidance and direction regarding aspects of this policy and procedure may contact their dean or ~~the Assistant Vice President for Human Resources at 407-582-3421 or~~ ODHR Equal Opportunity at equalopportunity@valenciacollege.edu.

~~V. Students or other individuals with questions or seeking additional guidance regarding aspects of this policy and procedure may contact the Assistant Vice President for Human Resources at 407-582-3421 or equalopportunity@valenciacollege.edu.~~

Procedure History: Amended 2-7-2024; Amended 10-29-2026

Date of Last Procedure Review: ~~02-07-2024~~10-29-2026

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