

# Nassau Community College



## Religious Accommodations

The process for Religious Accommodations complies with Nassau Community College's (NCC) obligations under Title VII of the Civil Rights Act of 1964, New York State Executive Law §296(10), New York State Education Law §224-a and other applicable federal, state and local laws and regulations, as well as NCC Policies.

As a public employer and educational institution, NCC does not endorse any specific religious tenant or belief. Rather NCC respects that each member of its community may have their own religious beliefs, or may not ascribe to any religious tenant or belief, and will not be subject to harassment on the basis of such belief.

Requests for Religious Accommodations will be reviewed on a case-by-case basis with consideration to the nature of the accommodation requested; the duration of the request; the timeliness of the request; any reasonable available alternative accommodation; any academic impact; and any other related factors.

### DEFINITIONS

- A. **Religious Accommodation:** The modifications or adjustments made by NCC to allow individuals to engage in Religious Observance without undue interference with their educational or employment duties and without imposing an undue hardship on the College.
- B. **Religious Observance:** A specific act or practice required by an individual's religion. This may include attending services, fasting, praying at designated times, or practicing in religious holidays or festivals.
- C. **Undue Hardship:** A term used to describe a situation where providing a Religious Accommodation would impose significant difficulty or expense on the College. This includes disruptions to the educational environment, excessive financial costs, or safety concerns that cannot be reasonably mitigated.

## **Requests for Religious Accommodations**

Requests for Religious Accommodations should be submitted as early as possible. The requestor will receive a determination within ten (10) business days of receipt of request.

All requests for Religious Accommodations must be in writing and include the following:

- A. A description of the accommodation being requested
- B. The reason an accommodation is needed; and, if necessary
- C. How the accommodation will help resolve the conflict between the individual's religious beliefs or practices and the College's policy, procedure, or other requirement.

### **1. Employee Accommodation**

An employee who requires a Religious Accommodation should submit their request directly to their immediate supervisor (Director, Chair, Dean, AVP, VP or President, etc.) using the Request for Reasonable Religious Accommodation Form. Supervisors in consultation with their direct supervisor and/or area VP can determine if a request is reasonable and if so, grant and document the accommodation. The documentation of an approved request must be submitted to the Office of Civil Rights and Belonging ("CRB") at [crb@ncc.edu](mailto:crb@ncc.edu).

If the supervisor determines that the request may pose an Undue Hardship for the department or interfere with the employee's essential job functions, or if the supervisor otherwise has concerns about the accommodation request, the supervisor and/or the requesting employee must contact the CRB. CRB will schedule an Interactive Process meeting with all parties. A determination will be made by CRB after the Interactive Process meeting.

### **2. Student Accommodation**

Religious Accommodations for students may include, but are not limited to:

- Excused absences from class, practices, or other required activities for religious observances, without academic penalty.
- Make-up exams, quizzes, or assignments when the scheduled date conflicts with a religious holiday or practice.
- Extended deadlines for assignments or projects due during a religious observance.

A student who requires a Religious Accommodation should submit their request using the following steps:

**Step 1:** Fill out the Religious Accommodation Request Form.

**Step 2:** Submit the form to your course Instructor.

The Instructor will either approve the request by signing the form or send it to the CRB for review.

**Step 3:** Make your request early enough so the accommodation can be arranged on time.

**Step 4:** If referred, the CRB will initiate an Interactive Process Meeting with the student and appropriate Instructor to determine accommodations.

- Accommodations may be unavailable if the request substantially impacts essential class participation, such as external clinicals.
- If a request involves a make-up exam, the exam must be comparable in format and difficulty to the original exam.
- Students remain responsible for obtaining missed notes and assignments.

### **3. Prohibited Conduct**

Retaliation against an employee or student for requesting a Religious Accommodation is strictly prohibited.

An employee or student must not make false or misleading accommodation requests. Religious Accommodations are intended solely for sincerely held religious beliefs and must not be used to avoid job or student responsibilities or obtain unfair advantages.

While personal religious expression is permitted within reasonable bounds, employees and students must not engage in proselytizing other religious activities in a way that disrupts educational environment, interferes with others' job duties, and education, or pressures others to conform to specific beliefs.