**OFFICE OF ACADEMIC AFFAIRS DIVISIONAL PROCEDURES**

**3356-8-09.1** **Religious accommodations request and complaint procedure**

Responsible Division/Office: Academic Affairs

Responsible Officer: Provost and Vice President for Academic Affairs

Revision History: **New**

Board Committee: Academic and Student Affairs

**Effective Date:** **March 2, 2023**

Next Review: \*As needed

(A) Purpose. The Office of Academic Affairs will enact procedures in support of the Board of Trustees Religious Accommodations of Students policy. This term instructor in this policy means all professors, associate professors, assistant professors, instructors, part-time faculty, chairs, deans or other persons required to provide a syllabus to students for a class.

(B) Procedures.

(1) The following language will be added to the Academic Senate’s Common Syllabus:

(a) Youngstown State University instructors will provide students with reasonable alternative accommodations with regard to examinations and other academic requirements missed due to an absence described in the Religious Accommodations of Students policy 3356-8-09 if the students sincerely held religious belief or practice severely affects the student’s ability to take an examination or meet an academic requirement;

(b) To request an accommodation, no later than fourteen days after the first day of instruction in this course, you are required to provide the instructor with written notice of the specific dates for which the student requests alternative accommodations.

(c) If you have any questions about the policy, contact the Dean of Students, Dr. Nicole Kent-Strollo at nkentstrollo@ysu.edu, 330.941.4721 or in person at Cushwa Hall Room 3325.

(c) If you have a complaint about the implementation of this policy, you may submit an academic complaint electronically by visiting the Dean of Students’ website and selecting Student Complaint System, or you may contact Dana Lantz, Director of Equal Opportunity at dclantz@ysu.edu or (330) 941-4629.

(2) Complaints will be addressed pursuant to the Guidelines for Initiating and Investigating Complaints on the Youngstown State University Office of Equal Opportunity, Policy Development and Title IX webpage.