

Religious Observance

RVC Administrative Procedure (4:20.130)

The College recognizes and respects the diversity of religious beliefs and practices of its students in accordance with the University Religious Observances Act, 110 ILCS 110/0.01 et seq. The College will reasonably accommodate the religious observance of individual students in regard to admissions, class attendance, and the scheduling of examinations and work requirements. Reasonable accommodations will be made by the instructor for students which may include providing a makeup test, altering assignment dates, permitting a student to attend another section of the same course for a class period or other reasonable accommodations. Instructors are not responsible for teaching material again. Instructors will inform students of this practice at the beginning of each semester so that arrangements can be made accordingly. Requirement of Advance Notification: Advanced notice of intended absence for major religious observance is required in order to ensure appropriate accommodations may be made. Students must notify instructors at least five calendar days prior to the absence for religious observance. Grievance Procedures: A student may contact the Dean of Students in the event that reasonable accommodations have not been made in accordance with this policy. The Dean of Students will work with the faculty member and appropriate academic administrator(s) to work toward a reasonable accommodation for religious observance.

Purpose

The purpose of this Administrative Procedure is to establish a process for accommodating students' religious observances in accordance with the Illinois University Religious Observances Act (110 ILCS 110/0.01 et seq.). The College is committed to fostering an inclusive learning environment that respects the diverse religious beliefs and practices of its students. The College makes good faith efforts to accommodate a student's religious practice or belief unless such accommodation would create undue hardship.

Scope

This Administrative Procedure applies to all enrolled students of the College who seek accommodations for sincerely held religious observances that may conflict with academic requirements, including admissions-related activities, class attendance, examinations, assignments, and other course-related obligations. This procedure does not require the College to waive essential academic requirements or fundamentally alter the nature of a course, program, or educational activity.

Department and Primary Point of Contact Involved

Department Responsible for Administration: Dean of Students Office

Primary Point of Contact: Dean of Students

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Definitions

Academic Requirement: Any course-related obligation a student is expected to complete, including class attendance, examinations, quizzes, assignments, presentations, laboratories, clinical experiences, internships, and other graded or required activities.

Accommodation: A modification or adjustment to an academic requirement or schedule that enables a student to observe a sincerely held religious belief or practice without being subjected to an academic penalty.

Instructor: The faculty member or other individual responsible for teaching a course and evaluating student performance.

Major Religious Observance: A religious holiday, observance, ceremony, practice, or event associated with a student's sincerely held religious beliefs that may require absence from classes or other academic activities.

Reasonable Accommodation: An accommodation that allows a student to participate fully in their educational program while observing a religious practice and that does not fundamentally alter the nature of a course, program, or academic requirement.

Religious Observance: A practice, ceremony, holiday, ritual, or other observance associated with a student's sincerely held religious beliefs.

Sincerely Held Religious Belief: A religious belief, practice, or observance that is genuinely held by an individual, regardless of whether the belief is part of an organized religion or is observed by a large number of individuals.

Student: Includes all persons taking courses at Rock Valley College either full-time or part-time; persons who withdraw after allegedly violating the student code, who are not officially enrolled for a particular term but who have a continuing relationship with the college, or who have been notified of their acceptance for admission.

Advance Notice: Notification provided by a student to an instructor at least five (5) calendar days before an anticipated absence due to a religious observance, unless circumstances make such notice impracticable.

Procedure

1. Students should review course syllabi, examination schedules, assignment due dates, and other academic requirements at the beginning of each semester to identify any potential conflicts with religious observances.
2. A student who anticipates missing a class, examination, assignment deadline, or other academic requirement due to a religious observance must notify the instructor at least five (5) calendar days before the anticipated absence. Not complying with the advance notice does not result in an automatic refusal. Exceptions to this timeline will be given on a case-by-case basis. The notification should include: The date(s) of the religious observance; The

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academic activity that will be missed or affected; and A request for reasonable accommodation.

3. The student should work directly with the instructor to determine an appropriate accommodation.

Reasonable accommodations may include, but are not limited to:

- Rescheduling an examination or quiz;
- Adjusting assignment due dates;
- Completing alternative coursework;
- Attending another section of the same course for a class session;
- or Other reasonable accommodations determined by the instructor.

Students remain responsible for meeting all course requirements and obtaining any information or materials missed due to their absence.

4. The student must complete any makeup work, examinations, assignments, or other academic requirements according to the schedule established by the instructor.
5. If the student believes that a reasonable accommodation has not been provided or is unable to reach an agreement with the instructor, the student may contact the Dean of Students Office for assistance.

The Dean of Students will:

- Review the student's request and the circumstances involved;
 - Consult with the faculty member and appropriate academic administrator(s);
 - and Work toward a reasonable accommodation that is consistent with College policy and applicable law.
6. Students are expected to cooperate with the accommodation process and comply with any reasonable instructions provided by the instructor, Dean of Students, or academic administrator to facilitate the accommodation.

Important Notes: Advance notice is required to allow the College to make appropriate accommodation arrangements. Instructors are not required to provide duplicate instruction for material missed during an approved religious observance absence. Accommodations must be reasonable and may not require the College to waive essential academic requirements or fundamentally alter a course or program.

Related Documents

Student Handbook

Request for Religious Accommodation Form

Reference: Board Report 6990

Implemented: April 2, 2013

Revised: July 18, 2026