

**MONTGOMERY COLLEGE**  
**41002CP–Equal Education Opportunity and Non-Discrimination Policy**  
**Proposed Modifications to Section IV to comply with Maryland Law HB923**  
**August 2023**

**CURRENT LANGUAGE**

- IV. Accommodations for Religious Observance
- A. It is the College's long-standing policy and practice to reasonably provide academic adjustments to students so that they do not experience an adverse academic consequence when sincerely held religious beliefs or observances conflict with academic requirements.
- B. Students who wish to request academic adjustments for a religious observance should submit their request in writing directly to the instructor of the course. Students and instructors who have questions or concerns about academic adjustments for religious observance or religious beliefs may contact the College's Director of ADA Compliance, [Christopher.moy@montgomerycollege.edu](mailto:Christopher.moy@montgomerycollege.edu), 240-567-5412.
- C. Adjustments do not relieve students of the responsibility for completion of any part of the coursework missed as the result of a religious observance.

**PROPOSED LANGUAGE**

- IV. Accommodations for Faith-based or Religious Practices
- A. It is the College's long-standing policy and practice to provide reasonable alternative academic accommodations for students to practice sincerely held faith-based or religious beliefs. In addition, the College provides space on each campus to accommodate faith-based or religious practices. A directory of these spaces can be found at [insert URL].
- B. Students will be allowed reasonable alternative accommodations for missing an examination or other academic requirement if the student's sincerely held faith-based or religious belief or practice affects the student's ability to take an examination as scheduled or meet any other academic requirement. However, where there is more than one alternative accommodation that will effectively eliminate a religious conflict, the College may select any of the accommodations. In addition, the College is not required to grant any requested accommodation that would fundamentally alter a course or academic program.
- C. The Office of Equity & Inclusion will post a list of major religious holidays or festivals for the next two academic years [insert URL]. Instructors should make every effort to avoid scheduling exams on the listed days. The posted list is non-exhaustive, and the list may not be used to deny accommodation to a student for a holiday or

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- festival of the student's faith-based or religious belief system that does not appear on the list.
- D. Students are responsible for reviewing the course syllabus within the (first?) week of instruction for potential conflicts with faith-based or religious practices and email their instructor to request any academic accommodations. For exams and assignments subsequently added or announced, students should email their instructor as soon as possible and in advance of the conflict.
- E. The instructor will review the student's request for any academic accommodations to practice sincerely held faith-based or religious practices, engage in an interactive process with the requesting student as appropriate to determine whether and how the request can be accommodated, and provide a written response to the student.
- F. If the instructor grants a student's request under this procedure, the instructor will provide the student the opportunity to make up missed assignments, exams or activities, or provide alternatives that are substantially equivalent to the original assignment, exam or activity. Student absences granted as an accommodation under this procedure will not be counted against any mandatory attendance policy, but they do not relieve the student of the responsibility for completion of any part of the coursework missed as the result of a faith-based or religious practice.
- G. If, upon good faith consideration of the request, the student and instructor are unable to agree upon a reasonable accommodation, or the instructor has concerns regarding the student's request and whether a reasonable accommodation is possible, the instructor should consult with the department chair before denying the request.
- H. If the instructor, after consultation with the department chair, denies a student's request for accommodation under this procedure, the student may file a written appeal, accompanied by the student's original request and the instructor's written denial, to the instructional dean of the department within five (5) business days of the instructor's decision. The instructional dean or designee will issue a decision in writing within five (5) business days of receiving the appeal. The decision of the dean or dean's designee is final.
- I. Students, faculty members, chair and/or deans who have questions or concerns about academic accommodations for religious observances or religious beliefs, may contact the College's Director of ADA Compliance, at [Compliance@montgomerycollege.edu](mailto:Compliance@montgomerycollege.edu) or 240-567-4279.
- J. Students wishing to report noncompliance with this section or who believe they have been harassed or discriminated against based on religion may contact the College's Director of ADA Compliance at [Compliance@montgomerycollege.edu](mailto:Compliance@montgomerycollege.edu) or 240-567-4279, or file a complaint pursuant to the procedures set forth in Section V below.