



POLICY

Title: REASONABLE ACCOMMODATIONS FOR STUDENTS' RELIGIOUS BELIEFS	Code: F0103
Authority: Wis. Stats. § 38.04; TCS Chapter 14; Board Minutes, 6/28/93; 4/18/00; 12/18/18	Original Adoption: 6/28/93 Revised/Reviewed: 10/26/18 Effective: 12/18/18

The MATC District Board recognizes its obligation to reasonably accommodate students' sincerely held religious beliefs with regard to scheduling examinations and other academic requirements of Milwaukee Area Technical College (MATC).

Accordingly, the following procedures shall be publicized annually within the MATC student community to enable students to notify appropriate MATC staff of any potential conflicts for taking examinations or completing other academic requirements because of students' religious beliefs.

PROCEDURES

- A. The president will ensure that notification of the aforementioned procedures will be given annually to all students, parents or guardians of minor students and instructors of MATC by written communication in student handbooks, college catalogs, or other appropriate means to make this new policy and procedure known to affected individuals.
- B. A student must notify his/her instructor in writing within five (5) working days prior to the date or dates in which a conflict is anticipated. Students can receive assistance with writing the notification to his/her instructor from the Student Accommodations Department.
- C. Upon receipt of the students' written notification, the instructor will evaluate the request. If the request is granted, the instructor will provide a timely means or alternate assignment for a student to make up an examination or academic requirement to avoid any prejudicial effect upon the student. If the student is a minor, the appropriate parent or guardian will also be notified of the instructor's decision.

COMPLAINT/APPEAL PROCEDURE

- A. If the above notification and response procedure does not satisfy the student, s/he may file a complaint as follows:



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1. A student may file a complaint to the president through his/her appointed designee responsible for receiving complaints of alleged violations of this policy.
2. The complaint must be in writing. Within thirty (30) days of receipt of the written complaint, the president shall issue a written decision regarding the complaint unless the parties (the student and/or parent/guardian and the District) agree to an extension of time.
3. If the student believes s/he is adversely affected by the president's determination, the student may appeal that decision in writing to the MATC District Board within thirty (30) days of issuance of the decision. The District Board shall issue a written decision within forty-five (45) days of the filing of the appeal.
4. The District Board's decision shall be subject to review pursuant to Chapter 227 of the Wisconsin Statutes, and TCS Chapter 4 of the Wisconsin Administrative Code.