



## **RELIGIOUS OBSERVANCE POLICY AND PROCEDURES**

Suffolk County Community College is committed to providing an academic and work environment that is respectful of the religious beliefs of its students, faculty, and staff.  
To

2. Hold class electronically, using a web-based source such as Blackboard, only when all class members have access to the technology.
  3. Make-up for the missed instructional time within remaining class meeting time by modifying and/or adding class assignments, papers, exams, quizzes, and/or activities.
  4. Provide additional office hours to accommodate individual students.
  5. Provide an alternative method, as approved by the appropriate Executive Dean.
- F. The College will accommodate requests for absences from faculty and staff for religious observance dates, and benefits will be provided in accordance with the collective bargaining agreements. Absence for any in advance of the absence. Faculty and staff member complaints regarding the application of this policy by their supervisor should be brought to the Assistant Vice President for Employee Resources.
- G. Student complaints should initially be brought to the Department Chair. If students are complaint to the Campus Associate Dean of Academic Affairs. Any Je complaints regarding possible abuse of this policy by students should be brought to the Campus Associate Dean of Student Services pursuant to the Student Code of Conduct.

*Answers to **Frequently Asked Questions** for students, faculty, and staff are available at:*

<http://www.sunysuffolk.edu/academics/academic-affairs/academic-affairs-faq>