

RELIGIOUS ACCOMMODATION POLICY

Office of Equal Opportunity

Purpose: To establish uniform guidelines to promote a work and educational environment at Tufts University respectful of people's religious beliefs and to ensure university compliance with federal and state laws pertaining to religion and creed.

Applicability: This policy applies to students, employees, patients, visitors, third parties, and other community members.

Revised: August 2024

Policy Statement

Tufts University is committed to providing an academic and work environment respectful of the religious beliefs of its students, employees, community members, patients, visitors and third parties. As part of this commitment, Tufts will provide reasonable religious accommodations to students, employees, patients, community members, visitors and third parties (“Requestor”) who have sincerely held religious beliefs which conflict with a University policy, procedure or other academic or employment requirement unless such an accommodation would create an undue hardship.

Definitions

Religion or Creed: Includes traditional, organized religions and religious beliefs, as well as those that are new, uncommon and/or not part of a formal church or sect. All aspects of religious belief and observance that are sincerely held will be considered as part of this policy. May also include the intersectionality of religious identities.

Religious Accommodation: A reasonable change in the work or academic environment which enables a student, employee, patient, community member or visitor to practice or otherwise observe a sincerely held religious practice or belief without causing undue hardship on the University. A reasonable religious accommodation may include, but is not limited to, time allocated for prayer during a workday, the ability to attend religious events or observe a religious holiday, vaccine exemptions, specialized housing requests, or any necessary modification to University policy, procedure or other requirement for a student’s or employee’s (or prospective employee’s) religious beliefs, observance or practice, provided that such an accommodation is reasonable and does not cause undue hardship.

Administrative Burden/Undue Hardship: Significant difficulty and expense based on the University’s resources and circumstances in relationship to the cost or difficulty of providing a specific accommodation. Undue hardship may refer to financial difficulty in providing accommodation(s) that are unduly expensive, substantial, disruptive, or would fundamentally alter academic requirements, the nature or operation of Tufts business, or the essential functions of a job. Accommodations which interfere with the safe and efficient operation of the workplace or campus or with a bona fide seniority system will often present an undue hardship.

Procedures for Seeking Religious Accommodation

Requestors may request a religious accommodation by contacting the Office of Equal Opportunity (OEO) Accommodations Team at Accommodations.OEO@tufts.edu.

Accommodation requests will be evaluated individually on a case-by-case basis taking into account factors including, but not limited to, the fundamental requirements of the applicable academic program and/or related technical standards, requirements of the department or major, essential functions of an individual's job, duties of others in the department or job group, potential impact of the accommodation, duration of the accommodation request, and the availability of alternative accommodations.

As part of the interactive process, the Requester will meaningfully engage with OEO via written or spoken communication to explain the nexus between their sincerely held religious belief and the requested accommodation. During the interactive process, OEO may seek additional information regarding the individual's sincerely held religious belief and/or may request an in-person, Zoom or phone conversation to fully understand the nature of the request. Information may be supplied directly by the Requestor, by the Requestor's religious or spiritual leader or by another qualified individual who can help the Requestor articulate their need for accommodation based on a particular belief, practice or observance. OEO will then meaningfully engage with the Requestor and the relevant university official or department to discuss the accommodation request in order to further evaluate and/or implement the accommodation. Approvals or denials will be provided in writing to the Requestor whenever possible. The University is not required to accept a requested preferred accommodation if there is more than one alternative that eliminates a religious conflict and satisfies the request.

The [Disability Related Accommodations Policy](https://oio.tufts.edu/policies-procedures/accommodation-policies/ada/) (<https://oio.tufts.edu/policies-procedures/accommodation-policies/ada/>) is the umbrella policy and includes the interactive process OEO follows in order to evaluate all accommodation requests.

The University also has a religious/spiritual calendar listing of holy days for educational and community reference:

<https://students.tufts.edu/registrar/courses-and-calendars/academic-calendar>

Absences - Students

Students who anticipate being absent from classes because of a religious observance must

provide faculty or appropriate designee with **advanced** notice of their absence in accordance with their School or Program Student Handbook processes. Please note that accommodations cannot be granted retroactively.

Make up/Extension: If examinations or assignment deadlines are scheduled on the day(s) of a religious observance, any student who provided reasonable advance notice of their proposed absence will have the opportunity to make up the examination or extend the assignment deadline and will not be penalized for the absence.

Being absent from class or other educational responsibilities does not excuse students from keeping up with any information shared or expectations set during the missed class(es). Students are responsible for obtaining the materials and information provided during any class(es) missed.

Students involved in a clerkship or internship program must also provide reasonable advance notice to their clerkship/internship supervisor prior to any absence. Students should understand that if an accommodation is granted, missing time from a clerkship or internship may require the student to make up work or repeat the clerkship at a later time. It is also important to note that off-campus clinical rotations and externship sites are outside of Tufts jurisdiction and those locations/entities may not honor a reasonable religious accommodation approved or in place at Tufts. Any student who is seeking a reasonable religious accommodation for an off-campus clinical rotation or externship should work with their respective school official and OEO in advance of beginning the rotation or externship. OEO will then engage in the interactive process with the program and site to determine the reasonability of the student's religious accommodation request in relation to the site's business operations or requirements. If a particular site is not able to approve a student's religious accommodation request, OEO will seek to identify potential alternative accommodations or work with the program to identify a different site for the student.

Absences – Employees (including Faculty and Staff)

Tufts will make reasonable efforts to accommodate an employee's requests for absences to the extent possible by allowing flexible arrival and departure times, floating or optional holidays, flexible work breaks, or by considering schedule substitutions with colleagues of substantially similar qualifications which may need to be arranged by or with the assistance of the requesting employee.

Employees who anticipate being absent from work because of a religious observance must submit their request for time off in advance and as soon as they become aware of the need or at least ten (10) business days in advance. Please note Accommodations cannot be granted retroactively.

Religious Attire, Dress, Grooming and other Requirements

Upon request, Tufts will make reasonable efforts to accommodate the attire of students, employees, patients, visitors and community members related to their sincerely held religious beliefs which conflict with any University requirement(s). Religious attire is not cultural or traditional dress, rather it is a requirement of religious observance. Religious attire may include and is not limited to:

- Hairstyle or beard: Sikh hair and beard, Rastafarian dreadlocks, Jewish payes or payot
- Yarmulkes, turbans, headscarves (hijab), Rastafari headdress;
- Crucifixes, Star of David, or other items of ceremonial dress.

Quiet Spaces and Prayer

Upon request, Tufts will evaluate, and where reasonable and available, provide access to quiet, private spaces for meditation, study and/or prayer consistent with the sincerely held religious belief and with the requirements of this policy. These spaces can be found in the grid below as well as on the Chaplaincy website: [Sacred Spaces on Campus - Tufts University Chaplaincy \(https://chaplaincy.tufts.edu/on-campus-sacred-spaces/\)](https://chaplaincy.tufts.edu/on-campus-sacred-spaces/).

Current Sacred Spaces at Tufts

Space	Address	Reservation options	Hours
Goddard Chapel	3 The Green, Medford, MA 02155	Chaplaincyreservations@tufts.edu	Monday – Friday, 9:00

		Reserve on https://chaplaincy.tufts.edu/on-campus-sacred-spaces/ There is also a prayer space in the balcony, open and available whenever the Chapel is open (unless there is a program being held in the Sanctuary)	a.m. – 5:00 p.m. Sunday 4:00p.m. – 8:00 p.m.
Tufts Interfaith Center	58 Winthrop Street, MA 02155	chaplaincyreservations@tufts.edu 617-627-3427	
Curtis Hall Prayer Room (Musallah)	Curtis Hall, 1 st Floor, 474 Boston Ave, Medford, MA 02155	Access with Tufts ID Card Chaplaincy@tufts.edu Reserve on https://chaplaincy.tufts.edu/on-campus-sacred-spaces/	
Fletcher Prayer and Meditation Room	Fletcher School of Law and Diplomacy, Cabot 107, 160 Packard Ave, Medford, MA 02155	Access with Tufts ID Card Chaplaincy@tufts.edu	
Cummings Prayer Room	Joyce Cummings Center, Room 050, 177 College Ave, Medford, MA 02155	<u>Open whenever the JCC is open; no reservations required.</u> Chaplaincy@tufts.edu	
Tufts Hillel	220 Packard Ave. Medford, MA 02155	<u>617.627.3242</u> Hillel-Center@tufts.edu	Monday-Friday 9 a.m.- 11 p.m. Saturday 10 a.m. - 5 p.m.

			Sunday 1 p.m.- 11 p.m.
Medical Education Building Room 704 (Boston Campus)	145 Harrison Avenue, Boston, MA 02111	Access to building with ID Card	Open during building hours
Marjorie Hanna Cleveland Meditation Room (Boston Campus)	Tufts Medical Center, 755 Washington Street, 6th Floor, Boston, MA 02116	Chaplaincy@tufts.edu	Jummah Prayers on Fridays from 12:30-1:30 p.m.
Posner Hall Lounge, 201 (Boston Campus)	200 Harrison Avenue, Boston, MA 02111	Access to building with ID Card	

Appeals Process

Students, employees and applicants who disagree with the outcome of their request for an accommodation(s) may address their concerns with Katherine Vosker, Accommodations Manager and 504 Officer at Katherine.vosker@tufts.edu, 617.627.0657 or Jill Zellmer, the Executive Director and Title IX Coordinator of OEO at jill.zellmer@tufts.edu, 617.627.3298

Retaliation

Tufts **prohibits retaliation** against Requestors for requesting a religious accommodation, participating in an approved accommodation or otherwise engaging in protected conduct under this policy. Any person who violates this non-retaliation provision may be subject to disciplinary and/or corrective action. Please see the [Non-Discrimination Policy \(https://oeo.tufts.edu/policies-procedures/non-discrimination/\)](https://oeo.tufts.edu/policies-procedures/non-discrimination/) for more information about retaliation as prohibited conduct. If you need to file a complaint based on a failure to accommodate, discrimination based on religion or related retaliation, please file a complaint at [Ethicspoint \(https://tuftsuniversity.ethicspointvp.com/custom/tuftsuniversity/oeo/form_data.asp\)](https://tuftsuniversity.ethicspointvp.com/custom/tuftsuniversity/oeo/form_data.asp).

Policy Questions

Individuals with questions about this policy and/or its application may contact the OEO Accommodations Team, Katherine Vosker, Amin Fahimi Moghadam, and Johny Lainé at Accommodations.OEO@tufts.edu. The Office of Equal Opportunity is located at 196 Boston Avenue, 4th floor, Suite 4000B, Medford, MA 02155.