

THE CITADEL
The Military College of South Carolina
171 Moultrie Street Charleston, SC 29409

MEMORANDUM
NUMBER 4-004

30 June 2024

RELIGIOUS ACCOMMODATION POLICY

1. PURPOSE

The Citadel places a high value on the rights of all its students, faculty, and staff to observe tenets of their respective religious faiths. The purpose of this Memorandum is to establish institutional policy and procedures for requests by students, faculty, and staff for religious accommodation.

2. REFERENCE

U.S. CONSTITUTION, amendment I
S.C. Code Ann. § 1-32-10, *et. seq.* (Law Co-op. 1976)

3. DEFINITIONS

N/A

4. POLICY

- A. Guidelines for Religious Accommodation: The Citadel will approve requests for accommodation of religious practices unless accommodation will have an adverse impact on a competing institutional interest including, but not limited to, cohesion, morale, good order and discipline, student/cadet/employee welfare, safety and/or health. Accommodation of a student's or employee's religious practices must be examined considering these factors and cannot be always guaranteed. Students and employees are not exempt from uniform and participation standards until they have an approved accommodation request (Dietary restrictions are the only exception to this).

- B. Types of Requests: Requests for religious accommodation generally fall into five major areas:
 - 1. Worship practices
 - 2. Dietary practices
 - 3. Medical practices
 - 4. Wear and appearance of uniforms and/or civilian attire
 - 5. Personal grooming

C. Procedure for Requesting Accommodation.

1. Corps of Cadets.

- a. A cadet request for accommodation shall be in writing and specifically state:
 - 1) The existing procedure or practice for which accommodation is requested (e.g. "Accommodation to the Uniform Policy concerning...),
 - 2) The requested accommodation,
 - 3) The specific faith/religious tenet that requires the accommodation, and to the extent possible, religious doctrines and documents supporting the request, and
 - 4) In the case of a cadet worship accommodation, a statement explaining why the currently available campus services are not sufficient and what sort of transportation, if any, will be required to meet the accommodation.
- b. Interview – After receiving the written request, the Citadel Chaplain will interview the cadet concerning the request for accommodation, either face-to-face or by phone as circumstances require. A memorandum to the commandant of cadets, stating this interview occurred will normally accompany the request and address the religious basis of the cadet's request. The Chaplain is not required to recommend approval or disapproval but may do so if desired. Memoranda from other pastors or campus ministers may accompany the requests as optional attachments, but do not meet this requirement for interview by The Citadel Chaplain.
- c. Review Process – En route to the approval authority, the Chaplain will ensure the campus legal department is sent a copy of the request for legal review. Additionally, all medical exemptions will be sent to the campus medical staff for review and recommendation. These reviews with any recommendation will be attached to the religious accommodation request package for the approving authority's review. Additionally, the approving authority can convene the Religious Resolution Team (consisting as needed of the Chaplain, clinic doctor, commandant department representative, provost office representative, and other experts as needed) to inform further the decision rendered by the approving authority.
- d. Commandant Approval – The Chaplain will forward the cadet's requests for religious accommodation in coordination with their chain of command to the Office of the Commandant. The Commandant will approve or disapprove the request in writing after review of the Chaplain's memorandum. To the degree possible, the Commandant will respond to requests for religious accommodation within ten (10) working days of receipt.

- e. Appeal of an accommodation decision may be made to the President. This appeal must be presented within five (five) working days of the initial decision. It will be routed through the original decision authority to the President. The President is the final appeal authority for religious exemption requests. The President will respond in writing with the final decision regarding the religious accommodation request.

2. Non-cadet students.

Since non-cadet students are civilian-attired, they may wear garments in compliance with their religious practices, consistent with The Citadel's professional dress standards.

- a. A non-cadet student request for accommodation shall be in writing and specifically state:
 - 1) The existing procedure or practice for which accommodation is requested (e.g. "Accommodation to the Professional dress code)
 - 2) The requested accommodation
 - 3) The specific faith/religious tenet that requires the accommodation, and to the extent possible, religious doctrines and documents supporting the request.
- b. Chaplain Interview - After receiving the written request, the Citadel Chaplain will interview the student concerning the request for accommodation. A memorandum to the Provost, stating this interview occurred will normally accompany the request and address the religious basis of the cadet's request. The Chaplain is not required to recommend approval or disapproval but may do so if desired. Memoranda from other pastors or campus ministers may accompany the requests as optional attachments, but do not meet this requirement for interview by The Citadel Chaplain.
- c. Review Process – En route to the approval authority, the Chaplain will ensure the campus legal department is sent a copy of the request for legal review. Additionally, all medical exemptions will be sent to the campus medical staff for review and recommendation. These reviews with any recommendation will be attached to the religious accommodation request package for the approving authority's review. Additionally, the approving authority can convene the Religious Resolution Team (consisting as needed of the Chaplain, clinic doctor, commandant department representative, provost office representative, and other experts as needed) to inform further the decision rendered by the approving authority.

- d. Provost Approval – The Chaplain will submit the non-cadet student’s request with recommendation for religious accommodation to the Office of the Provost. The Provost will approve or disapprove the request in writing after review of the Chaplain’s memorandum. To the degree possible, the Provost will respond to requests for religious accommodation within ten (10) working days of receipt.
- e. Appeal of an accommodation decision may be made to the President. This appeal must be presented within five (5) working days of the initial decision. It will be routed through the original decision authority to the President. The President is the final appeal authority for religious exemption requests. The President will respond in writing with the final decision regarding the religious accommodation request.

3. Employees.

- a. Faculty and staff in uniform will follow the guidelines outlined in the [Wear and Appearance of Military Uniforms, Civilian Clothing and Departmental Uniforms Policy](#).
- b. Civilian-attired faculty and staff may wear garments in compliance with their religious practices, consistent with The Citadel’s professional dress standards outlined in the [Wear and Appearance of Military Uniforms, Civilian Clothing and Departmental Uniforms Policy](#).
- c. An employee request for accommodation shall be in writing and specifically state:
 - 1) The existing procedure or practice for which accommodation is requested (e.g. “Accommodation to the Uniform Policy concerning...),
 - 2) The requested accommodation,
 - 3) The specific faith/religious tenet that requires the accommodation, and to the extent possible, religious doctrines and documents supporting the request
- d. Chaplain Interview - After receiving the written request, the Citadel Chaplain will interview the faculty or staff concerning a request for accommodation. A memorandum to the Director of Human Resources, stating this interview occurred will accompany the request and address the religious basis of the employee’s request. The Chaplain is not required to recommend approval or disapproval but may do so if desired. Memoranda from other pastors or campus ministers may accompany the requests as optional attachments, but do not meet this requirement for interview by The Citadel Chaplain.

- e. Review Process – En route to the approval authority, the Chaplain will ensure the campus legal department is sent a copy of the request for legal review. Additionally, all medical exemptions will be sent to the campus medical staff for review and recommendation. These reviews with any recommendation will be attached to the religious accommodation request package for the approving authority's review. Additionally, the approving authority can convene the Religious Resolution Team (consisting as needed of the Chaplain, clinic doctor, commandant department representative, provost office representative, and other experts as needed) to inform further the decision rendered by the approving authority.
- f. Director of Human Resources Approval – The Chaplain will forward the employee's request for religious accommodation with recommendation to the Human Resources Office. The Director of Human Resources will approve or disapprove the request in writing after review of the request and Chaplain's memorandum. To the degree possible, the Director of Human Resources will respond to requests for religious accommodation within ten (10) working days of receipt.
- g. Appeal of an accommodation decision may be made to the President. This appeal must be presented within five (5) working days of the initial decision. It will be routed through the original decision authority to the President. The President is the final appeal authority for religious exemption requests. The President will respond in writing with the final decision regarding the religious accommodation request.

5. COMPLIANCE

Non-compliance with this policy may result in disciplinary action if a violation of college regulations occurs.

6. NOTES

A. Dates of official enactment and amendments:

Approved by the Commandant on 30 June 2024

B. Responsible Department: Religious Activities

C. Responsible Official:

Chaplain to The Citadel and South Carolina Corps of Cadets

D. Cross References

[White Book](#), Organizations, Functions, and Standard Operating Procedures, Chapter 4, Cadet Organizations, Club Sports, & Religious Activities

[Wear and Appearance of Military Uniforms, Civilian Clothing and Departmental Uniforms Policy](#)

7. RESCISSION

Memo 4-004, Religious Accommodation Policy, dated 55 July 2023 and all previous versions are rescinded.

8. REVIEW

Review on a biennial basis.

FOR THE PRESIDENT:

OFFICIAL

//Signed, EFP, 30 June 2024//
THOMAS J. GORDON
Colonel, USMC, Retired
Commandant