

6.8.1 Religious Observance Student Absence Policy

Last Revised: N/A

Policy Statement: Piedmont Community College authorizes two excused absences from classes each academic year (2 calendar days) for religious observances required by the faith of a student.

Students requesting absence from class for religious observance must complete the Request for Religious Observance Student Absence Form and obtain approval **at least seven days prior** to the date of the absence. Students who miss class for religious observance will be granted the opportunity to make up work missed due to the absence.

Purpose/Definitions: The purpose of this policy is to provide guidance for an excused absence. An absence for a religious observance is the only form of an excused absence. An academic year begins on the first day of fall classes in August and ends on the last day of summer classes each year.

Approval Authority/Monitoring Authority: Student Development staff are responsible for providing the Religious Observance Student Absence Form to the student and tracking the number of requests submitted and absences used for religious observances. The instructor is responsible for providing an assignment for each day the student is absent and indicating (on the course roster) the day(s) missed for religious observance. The Dean, Student Development has the authority to deny a request if it exceeds the maximum number of days allowed per academic year (2 days). The Dean, Student Development has the authority to waive the seven day requirement until the 10% census date for the semester (or course) to comply with the intent of the law.

Procedure:

- Student obtains Religious Observance Student Absence Form from Student Development.
- Student Development staff checks database to ensure that student hasn't used their two absences within the academic year.
- Student contacts their instructor(s) to arrange for make-up of missed work. The instructor and student sign the Religious Observance Student Absence Form. The instructor completes the Religious Observance Student Assignment Form and attaches it to the request. The instructor places an "A" on the course roster for the day(s) the student is absent.
- Student returns the Forms to Student Development (where they are filed).
- Student completes any missed work no later than one week after the absence.

Legal Citation: N.C.G.S. 1155D-5(u); S.L.2010-112

History: Adopted October 2010

Religious Observance Student Policy & Form

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Today's Date

Requested Date(s) of Absence

Student Name

Student ID Number

Student Development Verification

_____ This is the first religious observance absence requested by this student during this academic year.

_____ This is the second religious observance absence requested by this student during this academic year.

Date of first requested absence: _____

_____ Request approved.

_____ Request denied.

_____ Student has already requested two absences this year.

_____ Request was not submitted at least seven days in advance of the date.

Student Development Staff Signature

Date

Instructor(s) Approval

Instructor Signature/ Date

Instructor Signature/Date

Instructor Signature/ Date

Instructor Signature/Date

Instructor Notes: Please complete the Religious Observance Student Assignment Form and attach it to this request.

