

CP 5.1.20

Class Absence for Religious Observance

Related Board of Trustee Policy: BP 5.1.20

Responsible Official	Dean of Curriculum Programs
Approvals	9/16/10
Revision	2/3/2023

Procedure

1. McDowell Technical Community College will grant any student of the College two excused absences each academic year for religious observances required by the faith of the student.
2. An academic year shall be defined as starting on July 1 in one year and ending on June 30 in the following year. The academic term consists of fall, spring and summer semesters.
3. The two excused absences may be taken at any time during the academic year either on separate days or on two consecutive days.
4. The excused absences shall be taken within the absences allowed in the College's approved attendance policy as published in the Academic Information Section of the MTCC Catalog and Student Handbook.
5. The student must submit a "Request to be Excused for Religious Observance Form" to the Chief Academic Officer or their designee for the excused absences at least two (2) weeks prior to the date the student intends to be absent for the religious observance.
6. A "Request to be Excused for Religious Absence Form" must be completed for each class missed. Forms may be obtained from the Student Services office.
7. The Chief Academic Officer or their designee shall notify appropriate faculty within 72 hours of receiving the request. Faculty members are expected to note the excused absences as appropriate in class record documents.
8. Students granted an excused absence for the purpose of religious observance shall be given the opportunity to make up any work or tests missed due to an excused absence within a reasonable accommodation and without undue hardship.
9. No more than two tests per day may be given to a student who is making up a test or tests due to the excused absence(s).
10. Instructors/faculty are prohibited from implementing unnecessary sanctions, requiring additional work, or making unreasonable requests of students who are duly granted excused absences for religious observance.
11. Should other provisions of the NC State Board of Community Colleges Code or the General Statutes apply, the College shall implement requirements to comply with those provisions.

Reasonable accommodation: Any change in academic course or program of study with respect to the ways tasks or responsibilities are customarily done that enables a student to observe his/her religious practice or belief without creating an undue hardship.

Religious practice or belief: A practice or observance that is sincerely held within the tenants of that religious belief.

Undue hardship: An accommodation that would require significant expense or difficulty for the college or would result in the inability of the student to perform an essential function of his or her course/program of study. The determination of undue hardship is dependent on the facts of each individual situation.

McDowell Technical Community College REQUEST TO BE EXCUSED FOR RELIGIOUS OBSERVANCE

Student's Name: _____ Student ID: _____

Semester/Year: _____ This is my first ____ second ____ request this academic year

I am requesting permission to be excused from the class(es) listed below for a religious observance. I realize that any absence(s) for this purpose will count toward the total number of absences allowed under the College's attendance policy as published in the Academic Information Section of the MTCC Catalog and Student Handbook. I understand that it is my responsibility to arrange make up of any missed assignments and/or tests with the course instructor. I agree to fully comply with the provisions outlined in the College's Religious Observance Policy. I certify that the information on this form is true. I also understand that misrepresentation of the facts may be sufficient cause for disciplinary action by the College.

Course Prefix Number and Section	Instructor	Name of Religious Observance	Date(s) Missed for Religious Observance

Student's Full Name (print or type): _____

Student's Signature: _____ Date: _____

For College Use Only

Date Received in Student Services: _____

Request Approved: _____

Request Denied: _____

**If request is denied, please attach explanation*

Signature: _____

Date: _____

Chief Academic Officer

Please forward copies of the completed form to the course Instructor and the Chief Academic Officer.