

# Administrative Procedure 480.1A

**Name of Procedure:** Student Absences for Reasons of Faith or Conscience

**Policy Number:** 480

Lower Columbia College will grant reasonable accommodations so that grades are not impacted for students who are absent for reasons of faith or conscience or for organized activities conducted under the auspices of a religious denomination, church, or religious organization. Each holiday taken under this policy must be taken as a whole day, i.e. the day may not be divided into hours and taken piecemeal.

## **Procedures**

- (1) Students must coordinate an absence with the Office of Instruction by submitting a written request within the first two weeks of the course and may not incur additional fees for students. All requests for authorized absences under this policy must be in writing and contain a concise explanation of how the requested holiday is related to a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization.
- (2) All absences under this policy must be approved by the Office of Instruction in advance of the absence. The college will not authorize an absence for a student after the absence occurs absent compelling circumstances.
- (3) The Office of Instruction will provide the student with a document verifying the date of the approved absence and further instructions. In order to ensure that their absence does not negatively affect their grades, the student must comply with directions for notifying their instructors of their upcoming authorized absence. The student is solely responsible for ensuring the documentation authorizing the absence is provided to each of the instructors whose classes or assignments will be affected by the absence.
- (4) After an instructor is notified by the student of an upcoming absence, the instructor will determine what adjustments, if any, will need to be made to the student's scheduled classwork or assignments. The instructor shall inform the student of these adjustments within two days of receiving the student's notification.
- (5) If the student's desired absence date is on a day when a test was scheduled or an assignment was due, the instructor may require that the student take the test or submit the assignment before or after the regularly assigned date.
- (6) Regardless of an instructor's class expectations or grading policies, absences authorized under this policy shall not adversely impact a student's grade
- (7) If a student fails to notify any of their instructors of an authorized absence Office of Instruction, the instructor is not obligated to make any accommodations for the student's absence or treat the absence as authorized under this policy or the law.

Approved 6-12-19. Updated 8-14-19 (1). From "...within the first two weeks of the quarter" to "...within the first two weeks of the course."