

## 6.8.1 Religious Observance Student Absence Policy

**Last Revised:** May 2022

**Policy:** 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.

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### **Purpose/Definitions:**

#### **Purpose**

PCC recognizes that students' religious affiliations vary and requirements regarding observances of special days also may vary. Students are allowed two excused days of absences each academic year for religious observances.

#### **Definitions**

**Academic year**—the time period beginning on the first day of classes for summer term and ending with the last day of classes for the following spring term.

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**Approval Authority/Monitoring Authority:** Piedmont Community College's Board of Trustees has approval authority for this policy. The Vice President, Student Development has monitoring authority over this policy.

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### **Procedure:**

#### **Section 1: Requesting Religious Observance Absence**

- 1.1. When requesting an absence from class for religious observance, students must complete the Request for Religious Observance Student Form. (See Exhibit 6.8.1A Religious Observance Student Form)
  - 1.1.1. The request for approval must be made at least two (2) weeks prior to the date of the absence.
- 1.2. Students should contact their instructor(s) to make arrangements for assignments.
  - 1.2.1. The instructor and student sign the Religious Observance Student Form.

1.2.2. The instructor completes the Religious Observance Student Assignment Form and attaches it to the request. (See Exhibit 6.8.1B Religious Observance Student Assignment Form)

1.2.2.1. The student is required to complete any missed work no later than one week after the absence.

1.2.3. The instructor places an “A” on the course roster for the day(s) the student is absent.

1.3. Student returns both forms to Student Development Office.

1.3.1. Forms are filed in the student's records.

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**Legal Citation:** [N.C.G.S. 115D-5\(u\)](#); [1B SBCCC 500.99](#)

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**History:** Effective October 2010; Revised August 2021, May 2022—updated definitions

**Exhibit 6.8.1A Religious Observance Student Form**  
**Religious Observance Student Form**

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 at **least two (2) weeks 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.

_____	_____
Date of Request	Requested Date(s) of Absence
_____	_____
Student Name (Print)	Student ID Number
_____	
Student Signature	

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**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 two (2) weeks** in advance of the date.

_____	_____
Student Development Staff Signature	Date

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**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.

Exhibit 6.8.1B Religious Observance Student Assignment Form

Religious Observance Student Assignment Form

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Requested Date(s) of Absence

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student ID Number

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The student has one week to submit the assignment described below:

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\_\_\_\_\_  
Instructor Signature/ Date

\_\_\_\_\_  
Student Signature/ Date

Instructor/Student Notes: Students are required to complete any missed work no later than one week after the absence.