

6.8.1 Religious Observance Student Absence Policy

Last Revised: December 2023

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.

Purpose/Definitions:

Purpose

The purpose of this policy is to allow students two excused days of absence from classes each academic year for religious observances.

Definition

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.

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

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 or other missed work.
 - 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.

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

History: Effective October 2010; Revised August 2021, May 2022—updated definitions, December 2023

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

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

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.

