



# Class Absence Request – Religious Holiday For Reasons of Faith or Conscience or Organized Activities Conducted under the Auspices of a Religious Organization



Spokane Community College (SCC) and Spokane Falls Community College (SFCC) students are entitled **excused absences** for reasons of faith or conscience or for organized activities conducted under the auspices of a religious organization.

All absences under this policy must be submitted to the Vice President of Instruction (SCC) or the Vice President of Learning (SFCC) in writing within two weeks of the course start. The student is solely responsible for ensuring documentation authorizing the absence is provided to each of the instructors whose classes or assignments are affected by the absence. **If the student fails to notify the instructor of an authorized absence under this policy, the instructor is not obligated to make accommodations.**

I currently attend:  Spokane Community College  Spokane Falls Community College

Name of Student \_\_\_\_\_ SID \_\_\_\_\_

Date of Request \_\_\_\_\_

Date(s) of desired absence(s):

Days requested \_\_\_\_\_

Classes that will be missed due to absence(s) \_\_\_\_\_

Please provide a brief and precise explanation how the absence is related to a reason of faith, conscience or an organized activity conducted by a religious organization:

For review and processing questions:

- SCC Students: Please contact the Executive Assistant to the Vice President of Instruction (509.533.7075; Building 1, Room R-222)
- SFCC Students: Please contact the Executive Assistant to the Vice President of Learning (509.533.3538; Building 30, Room 0222)

## **TO BE COMPLETED BY THE CHIEF ACADEMIC OFFICER ONLY**

Date met with Chief Academic Officer (Vice President of Instruction/Learning) \_\_\_\_\_

I have met with the above-named student requesting an excused absence for reason of faith, conscience, or an organized activity conducted by a religious organization and find that his/her explanation warrants approval.

I have met with the above-named student requesting an excused absence for reason of faith, conscience, or an organized activity conducted by a religious organization and find that his/her explanation does not warrant approval.

Chief Academic Officer

Date