

# Religious Observance Policy TA (9/14/10)

## Religious Observance Student Policy

In compliance with 23 N.C.A.C 02C.0213, "School Absence for Religious Observances", Beaufort County Community College authorizes two absences from classes each academic year for religious observances required by the faith of a student. For the purposes of this policy, an academic year begins on the first day of fall classes in August and ends on the last day of summer classes in July each year. Absences due to religious observance are in addition to allowed absences set forth by instructors in course syllabi.

Students requesting absence from class for religious observance must complete the form below and obtain approval **at least two 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.

## Request for Religious Observance Absence

_____	_____	_____
Today's Date	Student Name	Student ID
_____	_____	_____
Requested Date of Absence	Date previously absent for religious observance	Religious Holiday

### Records Office Verification

\_\_\_\_\_ This is the first religious observance absence requested by this student in academic year 2010 - 2011.

\_\_\_\_\_ This is the second religious observance absence requested by this student in academic year 2010 - 2011.

Date of first requested absence: \_\_\_\_\_

\_\_\_\_\_ Request approved.

\_\_\_\_\_ Request denied.

\_\_\_\_\_ Student has already requested two absences.

\_\_\_\_\_ Request was not submitted/approved two weeks in advance of the date.

_____	_____
Records Office Staff Signature	Date
Staff authorized to sign: XXXX XXXX XXXX	

### Instructor Approval

_____	_____	_____	_____
Instructor Signature	Date	Instructor Signature	Date
_____	_____	_____	_____
Instructor Signature	Date	Instructor Signature	Date

**Instructor Notes:** Please list or attach specific instructions, including due dates, that the student should follow for making up missed class work, assignments, quizzes, or tests. The back of this form may be used.