CLASS ABSENCE REQUEST – RELIGIOUS HOLIDAY
For Reasons of Faith or Conscience or Organized Activities Conducted under the Auspices of a Religious Organization

Community Colleges of Spokane

Spokane Community College (SCC) and Spokane Falls Community College (SFCC) students are entitled under SSB 5173 to *two days of excused absences per academic year* 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 Chief Academic Officer (Vice President of Instruction/Learning) in writing *at least two weeks* prior to the desired absence. 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) – (only full days can be taken, not partial days):

First day requested _____

Second day requested, if applicable _____

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:

_____

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 _____