

# RELIGIOUS OBSERVANCE PROCEDURE

---

*Related Board of Trustees Policy: BP 4.10*

*Approval: August 2, 2011*

*Revision:*

---

## **Religious Observance Procedure**

1. The student must complete and submit the Religious Observance form to the Director of Student Development ten (10) work days prior to the intended absence.
2. The Director of Student Development will ensure adherence to policy guidelines, inform faculty, and log the request form into the student's file within five (5) work days.
3. The student must contact each instructor to develop a plan to cover any missed work that occurs for the Religious Observance absence.
4. If the student fails to adhere to this procedure, the absence(s) will not be excused. Absences will not be excused retroactively.

[Return to Table of Contents](#)