

# Asheville-Buncombe Technical Community College

# (A-B Tech) Procedure

## Procedure 222: School Absences for Religious Holidays and Observances

In compliance with state and federal laws, A-B Tech students are eligible for reasonable accommodations, including up to two excused absences each academic year, for religious practices or beliefs that are required by the student’s faith. Excused absences from classes for religious observances do not relieve students from responsibility for any part of the coursework required during the period of absence. Students seeking an excused absence or other accommodation for religious practices or beliefs must take the following steps:

1. Obtain the Request for Accommodation for Religious Observance Form at the K. Ray Bailey Student Services Center or by emailing registrar@abtech.edu.
2. The form must be completed and submitted to each instructor no later than the census date (10% point) for each class. A student who submits this form after the census date must show good cause for the late submission. The form includes:

* Student name
* Student ID
* Instructor name
* Course and section number
* The specific class accommodations being requested (e.g., excused absence, rescheduling of an exam, or other class requirement)
* Dates of the requested absence (if applicable)
* The second page of the request form must be completed by the Academic Division Dean for the specific class(es). If approved, the Dean will indicate on the form what specific accommodation(s) will be provided and the dates for the accommodation(s). If denied, the Dean will indicate the reason for the denial (e.g., the requested accommodation requires significant expense or undue hardship on the College, department, and/or instructor, including a significant interference with the essential functions of the course/program of study). Additional pages or supporting documentation may be submitted with the form as needed.

4. Each instructor will give the form to their Academic Division Dean within a reasonable timeframe from when the student submitted the form to the instructor. The Dean, in coordination with the instructor and/or Department Chair, will complete the second page of the form and make the final determination to approve or deny the request. The Dean (or his or her designee) will notify the instructor and student (via the student’s A-B Tech student email account) of the decision. The Dean will also send a copy of the form to the Records and Registration Office, who will retain an electronic copy of the completed form in accordance with the College Records Retention Policy.

7. The College will grant each student reasonable accommodations, including up to two calendar days as an excused absence, if it reasonably appears the requested absence is for a religious holiday or observance.

8. Students are required to work with their instructors in advance of excused absences to make up any missed assignments or tests.

Pursuant to Board policy, Chapter 200, Section 222, this procedure must be followed when dealing with School Absences for Religious Holidays or observances. Each A-B Tech Community College student is eligible to take up to two calendar days as an excused absence for religious observances each academic year.

## Definitions:

None

## Owner:

Vice President of Instructional Services

Revised: June 4, 2019

See Religious Observance Form