



College of The Albemarle Procedure

Procedure Number: 4-19.1P

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Title: Religious Observance

Related Policy:

Division of Responsibility: Student Success and Enrollment Management

_____ 6/2021 _____

Date of Last Review

Date of Last Revision

College of The Albemarle shall adhere to the policies and procedures of the North Carolina Community College System as set forth in the State Board of Community Colleges Codes. The applicable code is:

1B SBCCC 500.99 School Absence for Religious Observances

College of The Albemarle shall develop and publish procedures that clearly outline the number of excused absences awarded each academic year for religious observances required by the faith of the student.

Administrative Responsibilities

It is the responsibility of the Vice President of Student Success and Enrollment Management in conjunction with the Enrollment Management Committee to review and revise this procedure.

Procedures

In compliance with the North Carolina Administrative Code, Title 23, Chapter 2, Sub-Chapter 2C, Section .0213 requirement as authorized by Section 115D of the NC General Statutes, College of The Albemarle will grant any student of the College two excused absences each academic year for religious observances required by the faith of the student in accordance with the following clarifications:

1. An academic year shall be defined as starting on July 1 in one year and ending on June 30 in the following year.
2. The two excused absences may be taken at any time during the academic year either on separate days or on two consecutive days.
3. The excused absences shall be taken within the absences allowed in the College's approved attendance policy as published in the COA Academic Catalog and specific program handbooks for those students enrolled in a program.



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4. The student must submit a "Request to be Excused For Religious Observance Form" to the Vice President, Student Success and Enrollment Management or his/her designee for the excused absences within the first two weeks of the semester in which the absence will occur.
5. A "Request to be excused for Religious Observance Form" must be completed for each class missed. Forms may be obtained from the Student Success and Enrollment Management Office.
6. The Vice President, Student Success and Enrollment Management or his/her designee shall notify appropriate faculty within 72 hours of receiving the request. Faculty members are expected to note the excused absences as appropriate in class record documents.
7. Students granted an excused absence for the purpose of religious observance shall be given the opportunity to make up any work or tests missed due to an excused absence.
8. No more than two tests per day may be given to a student who is making up a test or tests due to the excused absence(s).
9. Instructors/faculty are prohibited from implementing unnecessary sanctions, requiring additional work, or making unreasonable requests of students who are duly granted excused absences for religious observance.
10. Should other provisions of the NC Administrative Code or the General Statutes apply, the College shall implement requirements to comply with those provisions.