



## PROCEDURE

Policy Name:	Attendance Requirements
Policy Number:	5020
Applicable Code/Law:	RCW 1.16.050, 28A.225.010, 28B.10, 28C.18, 28b.10.039 & 43.41

Faculty must include a written statement of their attendance policy related to accommodations for students for reasons of faith and conscience in each course syllabus.

### **Accommodation for Reasons of Faith or Conscience**

Faculty will grant reasonable accommodation so that grades are not impacted for students who expect to be absent for reasons of faith or conscience, or for an organized activity conducted under the auspices of a religious denomination, church, or religious organization.

1. Students must submit a request to the faculty member using the Faith & Conscience Absence Form within the first two weeks of the quarter, or at least one week prior to the specific dates the student is requesting to be absent from examinations or other course activities.
2. The faculty member will route this form to the Office of Student Learning (for tracking purposes) and the unit administrator (Why does this need to be routed to the unit administrator. Could we have a central repository where unit administrators view requests for F&C absences?)
3. The faculty should work with the student, in consultation (as needed) with their unit administrator and the Dean of Student Support, to identify reasonable accommodations available.
4. The faculty will summarize the accommodations in writing for the student with a final copy submitted to the Office of Student Learning (If we are to have parallel processes, then this final copy should be sent to the unit administrator. Again, I'm not advocating this.
5. If a student believes they are not receiving reasonable accommodations for absences due to reasons of faith or conscience, they can submit a written appeal to the Vice President for Students, Equity & Success. (How do the VP for Student Learning & VP for SES work together to support students. A bit unclear.