



PROCEDURE

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

1. Attendance policies should be clearly stated in the course syllabus (See Policy 6100).
2. Student holidays for reasons of faith or conscience.
 - a. Students are allowed two days of excused absences per academic year for reasons of faith or conscience.
 - b. Student grades may not be adversely impacted by absences authorized under this policy.
 - c. Each holiday taken under this policy must be taken as a whole day and not divided into hours or partial days.
3. Students must notify the Vice President of Students, Equity, and Success (VPSES) in writing using the Student Request for an Absence for Reasons of Faith or Conscience form at least two weeks in advance of the planned absence. Alternate assignments may be given to replace the work missed by the absence. The instructor may also require assignments or tests be completed before the planned absence.
4. Exceptions to the above deadlines may be made on an individual basis by the Executive Vice President for Student Learning and Success. Affected faculty will be notified of such exceptions as soon as possible.
5. The VPSES will monitor the use of this policy and notify faculty, at least one week in advance, when a request is made for an absence.