A. Students are permitted up to two excused absences per academic year for religious observances. Excused absences do not relieve students from responsibility for any course requirements but do permit students to make up the missed exam(s) or assignment(s). The student is responsible for determining any exam(s) or assignment(s) that are due or given on the missed date(s) and for reaching a reasonable alternative with his/her instructor for the completion of course requirements. The student should be prepared to fulfill the requirements at a time determined by the instructor, other than the excused day.

B. In order to make up the exam(s) or assignment(s) and have an excused absence, students must obtain a “Notice of Accommodation for Religious Observances” form available in any Divisional Dean’s Office. This form must be completed and submitted to the Dean’s Office in the student’s program of study by the end of the second week of classes in the term(s) in which the day(s) will be missed.

C. Exceeding the maximum allowable days for excused absences per academic year is in violation of policy and the Student Code of Conduct.