

GRAYS HARBOR COLLEGE
Administrative Procedures

Subject: STUDENT ABSENCES FOR HOLIDAYS OF FAITH AND CONSCIENCE **Page 1 of 1**

Administrative Procedure Number: 322.01

Date adopted: 2/15

A student who desires to take a holiday of faith or conscience under Policy 322 must notify the Instruction Office and coordinate with faculty at least two weeks prior to the desired absence, unless the purpose of the absence was not known until later.

1. All requests for absences under this policy must be in writing and contain a concise explanation of the requested holiday.
2. The college will not authorize a holiday of faith and conscience absence for a student after the absence occurs absent compelling circumstances.
3. In order to ensure that the absence does not negatively affect grades, the student must comply with directions for notifying instructors of the upcoming authorized absence. The student is solely responsible for ensuring the documentation regarding the absence is provided to each of the instructors whose classes or assignments will be affected by the absence.
4. After an instructor is notified by the student of an upcoming absence, the instructor will determine what adjustments, if any, will need to be made to the student's scheduled classwork or assignments. The instructor shall inform the student of these adjustments within two days of receiving the student's notification.
5. If the student's desired absence date is on a day when a test was scheduled or an assignment was due, the instructor may require that the student take the test or submit the assignment before or after the regularly assigned date.
6. Regardless of an instructor's class expectations or grading policies, absences authorized under this policy shall not adversely impact a student's grade.

If a student fails to notify any of instructors of an authorized absence, the instructor is not obligated to make any accommodations for the student's absence or treat the absence as authorized under this policy or the law.