



Office Use Only

Approved by:

Date:

STUDENT REQUEST FOR ABSENCE
FOR REASONS OF FAITH OR CONSCIENCE

Today's Date: Quarter: SID #:
Student Name: Email: Phone:

Columbia Basin College welcomes diversity of experiences, perspectives, and beliefs, which enhances the teaching and learning environment. Consistent with these values and pursuant to RCW 28B.10.039 as amended, and S.S. Bill 5166, the College reasonably accommodates student absences for reasons of faith or conscience or for organized activities conducted under the auspices of a religious denomination, church, or religious organization.

Instructions:

- 1. Submit this completed Student Request for Absence for Reasons of Faith or Conscience form to the Office of Instruction via email at instruction@columbiabasin.edu, with the subject line, "Request for Absence for Reasons of Faith or Conscience", or by delivery to the Office of Instruction, A-Building, Pasco Campus.
2. Upon receiving approval from the Office of Instruction, present this form to each of your instructors whose courses or assignments are related to the absence for their signature as acknowledgment of the dates of your absence. Return this signed form to the Assistant Dean for Instruction, A-Building, Pasco Campus.
3. It is your responsibility to work with each of your instructors to complete any required assignments or activities which are due during your absence.

Table with 4 columns: Course Title, Instructor Name, Date of Absence, Brief explanation of reason for requested absence. Title: LIST ALL COURSES RELATED TO THIS REQUEST

Student Signature: Date

Table with 4 columns: Course Title, Instructor Name, Instructor Signature, Date. Title: FACULTY ACKNOWLEDGEMENT FOR EACH COURSE RELATED TO THIS REQUEST

- 4. A student whose request for absence is denied may appeal the determination to the Vice President for Instruction. The appeal must be in writing and must be delivered to the Office of Instruction within three (3) calendar days after the student receives notice of the denial.