

Student Holidays for Reasons of Faith and Conscience

Student Policy

Per RCW 1.16.050 and S.S. Bill 5173 Columbia Basin College students are allowed two days of excused absences per academic year for reasons of faith or conscience or for organized activities conducted under the auspices of a religious denomination, church, or religious organization.

A student's grade may not be adversely impacted by absences authorized by this policy.

Any absence authorized through this policy must be taken as a whole day and will not be divided into hours or taken piecemeal.

Student Procedure

(1) Students must coordinate their absence through the Assistant Dean Student Conduct at least three weeks prior to the desired date of the absence. All requests for an authorized absence under this policy must be given to Assistant Dean for Student Conduct in writing and must contain a concise explanation of how the requested holiday is related to a reason of faith or conscience or be an organized activity conducted under the auspices of a religious denomination, church, or religious organization.

(2) All absences under this policy must be approved by the Assistant Dean for Student Conduct in advance of the absence. The college will not authorize an absence for a student after the date of the absence occurs without compelling circumstances.

(3) The Assistant Dean for Student Conduct will provide the student with a document verifying the date of the approved absence. In order to ensure that the requested absence does not adversely affect their grades, the student must comply with directions provided to them by the Assistant Dean for Student Conduct for notifying their instructors of their upcoming authorized absence. The student is solely responsible for ensuring that the documentation authorizing the absence is provided to each of their instructors whose classes or assignments will be affected by the absence no later than one week prior to the date of the absence.

(4) After an instructor is notified by the student of this approved 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 instructional days of receiving the student's notification.

(5) If the student's desired absence 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. However, students are expected to make up or complete any coursework or assignments that have been adjusted by their instructor because of this absence.

(7) If a student fails to notify any of their instructors of an authorized absence (as directed by the Assistant Dean for Student Conduct), 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.