

PENSACOLA STATE COLLEGE
MANUAL OF PROCEDURES


Procedure Title:	Religious Observance	<u>Number</u> 124
Related Policy:	Equal Access/Equal Opportunity – 6Hx20-1.007	<u>Page</u> Page 1 of 1

I. Purpose

To provide reasonable alternative means to students for carrying out their responsibilities when their religious observance interferes with admission, registration, attendance in class, class activities, examinations, official ceremonies, or classroom assignments.

II. Procedure

- A. Students will notify faculty members in writing in advance of absences to observe religious holy days in their own faith and to be excused for such absences without penalty.
- B. Students will be held responsible for material covered and must contact individual faculty members to make up missed assignments. Reasonable time will be granted to complete makeup assignments.
- C. Faculty members will schedule major class assignments, major examinations, and official ceremonies on other than major religious holy days whenever practicable.
- D. Students may avail themselves of the student grievance procedure in seeking redress when they believe they have been unreasonably denied educational benefits due to their religious beliefs or practices.

Responsible Official	Vice President, Academic and Student Affairs
President's Signature: 	Date: 8/24/2023