Policy Number: 137

Policy Title: Religious Holidays

POLICY

Students are responsible for negotiating their needs regarding religious holidays with each instructor at the beginning of the term. Accommodations will be made at the discretion of the instructor and should, must be consistent with the instructor’s attendance policy.

FAPC: The following could be key elements of a revised policy for GPC:

Policy

GPC respects the right of all students to observe their religious holidays and will make reasonable accommodation, upon request, for such observances.

Procedures

1. All instructors are encouraged to include on the syllabus and to announce at the beginning of the semester the policy and procedure as it applies to religious holidays.

2. If a conflict with a religious observance exists, a student must make a request for a reasonable accommodation for that observance by the end of the second week of the course. Any relevant change to the course calendar affords a new opportunity to make such a request in a timely manner. The request is to be in writing on a standardized form to be used for this purpose, and copies of that form will be made widely available.

3. The instructor and the student should discuss what a reasonable accommodation should include in a given case. Generally, it is insufficient to require a student to forego taking an exam or doing some other major assignment even if the instructor agrees to average the remaining exams or other assignments. The student must be given the opportunity to do appropriate make-up work.

*FAPC’s comments and/or suggestions are denoted in blue and highlighted in yellow.

*SAPC’s comments and/or suggestions are denoted in red.

*ITPC’s comments and/or suggestions are denoted in grey.
that is intrinsically no more difficult than the original exam or assignment.

4. If the instructor and student agree on the accommodation, the plan should be carried out.

5. If after discussion there is no consensus on the accommodation, either party or both may ask the Dean to mediate. Either the instructor or the student may appeal the Dean’s decision to the Vice President Academic Affairs. Final authority for determining the outcome rests with the VPAA.

Policy Council Review Date(s):
AAPC: 10/15/13; SAPC: 11/21/13; FAPC: 11/19/13; ITPC: 11/22/13; IAPC: 11/20/13

PPAB Approval Date:____________________

Comment [In. Tech.2]: ITPC agrees with FAPC’s suggestion for revision of the policy but would like for the last sentence to be included in #5.