

FAYETTEVILLE STATE UNIVERSITY

RELIGIOUS OBSERVANCES

Authority:	Issued by the Chancellor. Changes or exceptions to administrative policies issued by the Chancellor may only be made by the Chancellor.		
Category:	Academic Affairs		
Applies to:	•Administrators	•Faculty	•Students
History:	Approved: November 17, 2010 First Issued: November 17, 2010		
Related Policies:	North Carolina General Statutes § 116-11(3a)		
Contact for Info:	Provost and Vice Chancellor for Academic Affairs (910) 672-1884 Center for Personal Development (910) 672-1204		

I. PURPOSE

The University Of North Carolina Board of Governors has directed Fayetteville State University (FSU) to adopt a policy (*Policy*) that authorizes a minimum of two (2) excused absences each academic year for religious observances required by the faith of a currently enrolled student. This Policy complies with that directive and with North Carolina law regarding excused absences for religious observances.

II. EXCUSED ABSENCES

Students shall be allowed a minimum of two (2) excused absences each academic year for religious observances required by the faith of the student. Such absences must be requested in accordance with the procedures in this *Policy*.

The minimum of two (2) excused absences from classes for religious observances shall not be counted against any mandatory attendance requirements; however beyond the minimum stated in this *Policy*, instructors shall maintain authority to establish and enforce the attendance policy for the courses they are teaching.

Students shall be given the opportunity to make up tests and other work missed due to an excused absence for a religious observance. Students shall not be relieved of their responsibility for any part of the course work required during their period of absence. Instructors may appropriately respond if a student fails to satisfactorily complete any alternative assignment or examination.

III. REQUESTING AN ABSENCE DUE TO RELIGIOUS OBSERVANCE

- A. At least ten (10) calendar days prior to the date of the observance, a student shall complete the *Request for Class Absence Due to Required Religious Observance* form and submit it to the Center for Personal Development.
- B. If the student has provided the *Request for Class Absence Due to Required Religious Observance* form to the Center for Personal Development in the time prescribed, the student shall be granted the excused absence as prescribed by this *Policy*. The Center for Personal Development shall be responsible for notifying the student's instructors of the student's approved absence.
- C. The Center for Personal Development shall also be responsible for denying a student's request should the student have exceeded the student's two (2) excused absences, as allowed by this *Policy*. In such instances, the student should make a request for an excused absence due to a religious observance directly to the student's instructors. The instructor will evaluate the student's request according to the guidelines in the course syllabus regarding excused absences. If the student's request is approved, the student shall be responsible for completing all make-up assignments.

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REQUEST FOR CLASS ABSENCE DUE TO REQUIRED RELIGIOUS OBSERVANCE

Absence Information

SEMESTER: Fall Spring Summer Year: 20_____

Date Submitted: _____ Student ID#: _____

Student Name: _____
Last First MI.

Course Section, Number and Name Instructor

Course Section, Number and Name Instructor

Course Section, Number and Name Instructor

Course Section, Number and Name Instructor

Identify the religion and the required religious observance: _____

Date(s) of absence(s): _____

Student Contact Information

Phone (home): _____ Mobile: _____

E-mail address: _____

Required Signatures

*Student: _____ Date: _____

Director, Center for Personal Development: _____ Date: _____

**The student's signature on this form is attesting to the fact that this absence is due to a required religious observance and that the information provided is true and accurate.*

Upon completion of this form, please submit to the Center for Personal Development, Spaulding/Infirmary Building, Room 155