

**Seattle Central College**  
**(Including Seattle Vocational Institute)**

**Student Holidays for Reasons of Faith or Conscience**  
**(Substitute Senate Bill 5173, Section 4)**

**SSB5173, Section 4** states that *“Institutions of Higher Education must develop policies to accommodate student absences for up to two days per academic year, to allow students to take holidays for reasons of faith or conscience or for organized activities conducted under the auspices of a religious denominations, church, or religious organization, so that students’ grades are not adversely impacted by the absences.”*

*As the college district is in the process of developing new policies to address this Bill, faculty are encouraged to follow the guidelines and procedures below:*

**Guidelines and Procedures:**

1. Students have the right to take absences from classes up to **two days per academic year** for reasons of faith or conscience.
2. Notice of SSB5173, Section 4, is not required to be included in course syllabi.
3. Students intending to take an absence from classes for reasons of faith or conscience must submit an Absence Notification Form to the instructors **two weeks in advance** listing all the classes enrolled and the instructor’s name for each class. [See enclosed Absence Notification Form]
4. Only one instructor needs to sign the Absence Notification Form. It is the student’s responsibility to provide the signed copies to instructors of other classes as well as submit the original copy of the Absence Notification Form to the division office of the instructor or program Director who signs the form. See also #5.
5. Students who are enrolled in a course that requires **clinical assignments** must obtain signature from the program Director who arranges clinical sessions.
6. If the student’s desired absence date is on a day when a test has been scheduled or an assignment is due, the instructor may require that the student take the test or submit the assignment before or after the originally scheduled date.
7. Regardless of an instructor’s’ class expectations or grading policies, authorized absences shall not adversely impact a student’s grade. However, missing a clinical session might have negative impact on completing a course or program because of external requirements for Allied Health programs.
8. If a student fails to notify his/her instructors or program Directors of an authorized absence in advance, the instructors or program Directors are not obligated to make any accommodations for the student’s absence or treat the absence as authorized.

**Note:** Some of these guidelines are from the EWU policy and may be updated or revised later.

# Absence Notification Form

## Student Holidays for Reasons of Faith or Conscience

**Instructions:**

1. You must submit this Absence Notification Form at least **two weeks in advance** of your desired date of absence.
2. Only **one** instructor needs to sign the Absence Notification Form. *See also #3.*
3. If you are enrolled in a course that requires **clinical assignments**, you must obtain signature from the program Director who arranges clinical sessions. Please note that absence in a clinical session might have negative impact on completing the course or program.
4. It is your responsibility to provide copies of the signed form to instructors of other classes that you have enrolled on the same day, and send the original form to the division office of the instructor or program Director who signs the form.
5. Make class work or assignment arrangements with each instructor, especially if your desired date of absence falls on a test date or assignment due date.
6. Instructors or program Directors have no obligation to accommodate your absence from classes for reasons of faith or conscience if you fail to submit the Absence Notification Form and notify them in advance.

**Student Name:** \_\_\_\_\_

**Date of Request :** \_\_\_\_\_

**Date of Absence:** \_\_\_\_\_

**Date of Previous Absence in the Same Academic Year:** \_\_\_\_\_

**Explanation of Holiday Request:**

**Student's Signature:** \_\_\_\_\_

Class Enrolled	Name of Instructor	Signature

**Date Notification Form received by division office:** \_\_\_\_\_