CLOVER PARK TECHNICAL COLLEGE
PROCEDURE

CHAPTER	SECTION	TITLE	HISTORY		
4	15	Absence for Faith and Conscience	Adopted 2015	Campus Forum	Reviewed 2026
			Revised 2015, 2019, 2026	2026	Next review 2029

PROCEDURE

Student Request Process

1. Students must submit a *Student Absence for Faith or Conscience Form* within the first two weeks of the quarter, identifying the specific dates and nature of the observance.
2. Requests are submitted to the Office of the Vice President for Instruction, which administers and approves accommodations.
3. If an observance occurs within the first two weeks of the quarter, students must:
   a. Provide at least 14 days' advance notice for on-campus activities (e.g., class, lab, simulation), OR
   b. Provide notice prior to the last day of the preceding quarter for off-campus activity occurring in the next quarter (e.g., clinical rotations).
4. If the student did not know about the need for accommodation in advance, they
5. must submit the request within one business day of becoming aware.
6. Students are not required to explain their faith tradition beyond identifying the dates of observance.

Approval & Documentation

- The Vice President for Instruction (or designee) reviews and approves all requests in advance.
- Approved requests will not be granted retroactively unless compelling circumstances exist.
- The VPI Office provides a formal authorization document to the student.
- Students are responsible for delivering this documentation to each impacted instructor.

Instructor Responsibilities

Once notified by the student:

1. The instructor must determine what adjustments are necessary to support course completion.
2. The instructor must communicate these adjustments to the student within two business days.
3. Instructors may require assignments or exams to be completed before the observance date.
4. Authorized absences cannot negatively impact the student's grade, participation score, or standing.
5. Essential course requirements and accreditation standards (e.g., clinical hour minimums, safety competencies) must still be met.

If the student does not provide the approval documentation from the VPI, the instructor

is not obligated to provide accommodations.

Examples of Reasonable Accommodations

- Submitting a paper or assignment early
- Rescheduling a test or quiz
- Adjusting the date of a required lab, simulation, or skill check
- Rescheduling a clinical shift when possible, within clinical site policies
- Providing alternative opportunities to demonstrate required learning outcomes

Reasons a Request May Be Denied

Requests may be denied if:

- The accommodation would cause the student to miss required hours that cannot be made up (e.g., clinical hours mandated by program or accreditation)
- The request would require altering essential course requirements
- The accommodation extends beyond the dates of the religious observance
- The request compromises academic integrity or creates inequity among students
- The student fails to provide required documentation or required notice
- The request requires outside the timeline of normal contracted time

Complaints and Appeals

Students who have concerns about:

- A denied request
- Failure to provide an approved accommodation
- Negative grade impact

May file a complaint through:

- The Student Concerns Procedure (for issues not related to final grades), or
- The Grade Appeal Process (if the concern affects the final grade), or
- CPTC's Title IX Compliance Officer for discrimination concerns.

Required Syllabus Statement (Do Not Alter)
"Washington state law requires that Clover Park Technical College develop a policy for the accommodation of student absences or significant hardship due to reasons of faith or conscience, or for organized religious activities. CPTC's policy including more information about how to request an accommodation is available at www.cptc.edu. Accommodations must be requested within the first two weeks of the quarter using the Religious Accommodation Request Form."

APPROVAL:

By: _____ Date: 2-21-26

Vice President Name Here