

**COMMUNITY COLLEGE of ALLEGHENY COUNTY (CCAC)**  
**RELIGIOUS OBSERVANCE PROCEDURE for STUDENTS**  
**Administrative Regulation II.03**

The Community College of Allegheny County (CCAC) is committed to creating an inclusive campus community that values and respects all of its members and achieves educational excellence through diversity and nondiscrimination. As part of this commitment, the College makes good faith efforts to accommodate students' religious practices or beliefs, unless such accommodation would create undue burden on other students or the College.

**Non-Discrimination Statement:**

CCAC does not discriminate and prohibits discrimination against any individual based upon race, color, religion, national origin, ancestry or place of birth, sex, gender identity or expression, perceived gender identity, sexual orientation, disability, use of a service animal due to disability, marital status, familial status, genetic information, veteran status, age or other classification protected by applicable law in matters of admissions, employment, services or in the educational programs or activities that it operates.

**Policy Statement:**

Per *Board of Trustee Policy II.03, Student Absence for Religious Holiday Observance*, the College will make reasonable efforts to accommodate students who must be absent from classes or miss scheduled exams in order to observe a religious holiday or participate in some other form of religious observance. Students shall be provided, whenever possible, reasonable opportunity to make up academic assignments missed due to such absences, unless doing so would create or impose an undue burden on other students or the College. It shall be the students' responsibility to provide written notice via the *Request for Accommodation for Religious Observances Form* to every instructor for each course in which an accommodation is being requested.

**Procedure:**

It is the students' responsibility to inform their instructors of absences due to religious observance. Students should be mindful of religious observation commitments well in advance of the beginning of the academic term. Instructor policies regarding class attendance vary widely; therefore, students are responsible for being aware of individual faculty policies and communicating intended absences for religious observance.

Students requesting an absence for religious observance shall:

- Present a hard copy of the *Request for Accommodation for Religious Observances Form* to each faculty member as soon as possible and, except in unavoidable situations, at least one (1) week in advance of a planned absence.
- The faculty member will determine if an accommodation can be granted. The student and faculty member will develop a plan to implement the accommodation within an appropriate time frame. The plan of action should be documented on the *Request for Accommodation for Religious Observances Form*.

- Students who believe they have been unfairly denied an accommodation should, after trying to resolve the problem with the course instructor, contact the head of the department for that course.
- False requests/claims of absences due to religious observance may be considered an academic misconduct violation (refer to the CCAC Student Handbook).

This procedure cannot be used during the final exam period. Students are expected to take final examinations at the scheduled times and to complete end-of-semester work by the deadlines set by the instructor.

Students and faculty may also consult with the Civil Rights Compliance Officer/Title IX Coordinator prior to requesting or granting an accommodation.

**Accommodations for religious observances do not relieve a student from responsibility for curriculum content. Faculty may appropriately respond if the students fail to satisfactorily complete any alternative assignment or examination.**