

Parkland College Religious Observance Accommodation Request

POLICY 5.03.1 ABSENCES DUE TO RELIGIOUS OBSERVANCES

Parkland College recognizes and values the diverse religious beliefs of its constituents and practices shared responsibility in the event a religious observance conflicts with scheduled class work or assignments. Students who inform instructors well in advance of an intended absence for a religious observance will not be penalized. The instructor will make reasonable accommodations for students in these situations; these may include altering dates of examinations and assignments, permitting a student to attend another section of the same course for a class period, or similar remedies. Instructors are not responsible for teaching material again. Instructors should inform students of these expectations at the beginning of the semester so that arrangements can be made accordingly. Grievances pertaining to the Religious Observances policy shall be handled according to Policy 8.15 Student Grievances.

Please complete the Request for Accommodation for Religious Observances form. This form should be submitted by the student to the professor of the course and the Dean of Students (mturner@parkland.edu) by the end of the second week of the course in the semester in which the request applies.

Upon submission of this form, either the professor or the Dean of Students will contact you with a request for additional information or a response to your request.

Parkland College Religious Observance Accommodation Request

Request for Accommodation for Religious Observances

This form should be submitted by the student using email to the professor and the Dean of Students by the end of the second week of the course in the semester in which the request applies. A separate form must be submitted for each course in which an accommodation is needed.

Date Submitted:

Student Name:

Student ID Number:

Student phone:

Cell/Home:

Student e-mail:

Course Name and Number:

Instructor Name:

Name of Religion:

Name of Holiday/Practice/Observance:

List the day(s), date(s) and time(s) of religious observance (e.g., "sundown Friday November 22, 2017 through sundown Saturday November 23, 2017").

Briefly state the requirements associated with this religious observance which will prevent you from attending class, taking an examination or fulfilling other academic requirements. (e.g., "Because work is prohibited on this holiday, students observing it are not to attend classes, take examinations, or perform other class requirements").

I request accommodation for the religious holiday/observance/ practice described above. I understand that providing misleading information to a Parkland College official is a violation of the Parkland College Student Policies and Procedures, Article III Proscribed Conduct, Section B.1. Acts of Dishonesty (B) furnishing false information to any Parkland College official, faculty member, or office.

Student Signature

Date