



Religious Observance Policy Faculty Notification Form

A student must submit this form to their instructor by the end of the first week of the semester.

Georgia College values the religious diversity of our students. Major religious holidays that will be observed on class days are included on [the academic calendar](#) for each term.

Students are permitted to miss class in observance of religious holidays and other activities observed by a religious group of which the student is a member without academic penalty. Observance is limited to the date(s) of the holiday; supplemental time (e.g., travel time to go home to observe the holiday with family) is not eligible for accommodation. Exercising one's rights under this policy is subject to the [GC Honor Code](#).

Students who will miss class in observance of a religious holiday or event are **required to notify each instructor in writing within the first week of class of the semester** in which the observance occurs and to make up the coursework missed as a result of the absence. This form may be used to facilitate this notification. The nature of the make-up assignments and the deadline for completion of such assignments are the sole discretion of the instructor. Given the time limitations inherent in completing end-of-semester assignments and final exams, this policy **does not apply during finals week**. Students are expected to take final exams at the scheduled times and complete end-of-semester work by the deadlines set by each instructor.

Failure to follow the prescribed procedures voids all student rights under this policy. Students may appeal actions taken by an instructor under this policy through the [GC academic grievance process](#).

Student Request:

Student Name: _____

Class Subject and Number: _____

Class Meeting Time: _____

Date of Religious Observance and Missed Class: _____

By signing this form, I acknowledge that I have read the Religious Observance Policy above and understand the conditions for accommodation under the policy. I understand that it is my responsibility to submit this form to my instructors by the end of the first week of the semester in which I am requesting accommodation. I further affirm that this notification complies with the GC Honor Code.

Student Signature: _____ Date: _____

Instructor Acknowledgement:

This student will need to complete the following make-up work assignments as a result of this absence:

This work must be completed by: _____

Instructor Signature: _____ Date: _____

Please return a signed copy to the student, preferably at least a week prior to the absence.