

PROCEDURE FOR REQUESTING ABSENCE AND/ OR MODIFICATION DURING THE DIDACTIC PORTION(S) OF THE CURRICULUM

PROCEDURES FOR REQUESTING ABSENCES AND REASONABLE MODIFICATIONS DURING THE DIDACTIC PORTION(S) OF THE CURRICULUM

1. Requests for absences or reasonable modifications due to religious observance can be requested by using the Request for Religious Accommodation Form found on *MyPCOM*. The request must be made in writing and must be in advance of the religious observance or obligation. The Equity and Title IX Team will review all religious accommodation requests and may do so in conjunction with Student Affairs for brief absences or observances.
2. Students must submit the completed form and you will receive a response from either the Student Affairs representative on their respective campus or the Equity and Title IX Team.
3. If the request is approved, Student Affairs or the Equity and Title IX Team will notify the student in writing and set up a plan of action.

Failure to follow the procedures set forth in this policy with regard to a request for an absence will result in an unexcused absence. The consequences of unexcused absences will be determined by each Course Director.