

**SOUTH FLORIDA STATE COLLEGE  
ADMINISTRATIVE PROCEDURES**

**PROCEDURE NO.** 3370

**TITLE:** RELIGIOUS OBSERVANCE - STUDENTS

**BASED ON POLICY:** 3.37 RELIGIOUS OBSERVANCES - STUDENTS

**OFFICE OF PRIMARY RESPONSIBILITY:** VICE PRESIDENT FOR ACADEMIC  
AFFAIRS AND STUDENT SERVICES

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I. Purpose:

To establish a procedure which reasonably enables students to carry out their responsibilities as enrolled students when their religious observance coincides or interferes with enrollment expectations

II. Procedure:

A. Class attendance:

Student(s) must notify instructors at least seven calendar days in advance of a religious observance of their faith in order to be excused for such absence without penalty. Student(s) will be responsible for material covered during their absence. Students shall have until the next regular class meeting after the conclusion of their religious observance to make up missed assignments/exams. Faculty must include this College policy in their course syllabus, policies, and procedures for students.

B. College ceremonies:

Official College ceremonies will be scheduled on days other than major religious holidays when possible.

This procedure shall be made known to faculty and students by publication in the College's handbooks, including the Student Handbook and SFSC Catalog, and by being distributed annually to faculty, staff, and students. Students who believe they have been denied educational benefits due to their religious beliefs or practices shall have recourse through the student grievance procedure.

**HISTORY: Last Reviewed: 4/27/20**

**Adopted:** 9/1/89

**Reviewed:** 4/12/12, 5/15/15, 4/27/20

**Revised:** 1/21/02, 7/19/05, 7/15/08