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Title:	Religious Holy Days

GUIDING PRINCIPLE

The statutory holidays scheduled in the New Brunswick Community College / Collège communautaire du Nouveau-Brunswick (NBCC/CCNB) academic calendar are the ones in effect in the New Brunswick Public Service. The proper authority, in this case, the NBCC-CCNB Executive Committee, determines the other non-instructional periods for students.

Notwithstanding the rules on absenteeism in effect at NBCC/CCNB network institutions, this policy is intended to ensure that students who wish to observe their religious holy days are reasonably accommodated.

NBCC/CCNB acknowledges the religious diversity of its student population. Accordingly, campuses will accommodate students who are scheduled to attend classes or write examinations or tests on their religious holy days by allowing them to be absent on those days.

However, the students concerned must notify the department head in writing, following the procedure described below. Once notified, the department head will ensure that the students have a reasonable opportunity to complete their work or write the examinations or tests they have missed owing to absence on their religious holy days. Likewise, the students will make the necessary arrangements with their instructors to complete the required work. It is the students'

responsibility to see that required work (laboratories, reports, etc.) is completed. Valid absences in compliance with this policy will not affect the evaluation of students in terms of their attendance record or in any other way.

POLICY STATEMENT

On the basis of requests received for absences of this nature, the Student Services Office or the Registrar's Office will establish a list of commonly recognized religious holy days and keep it up to date.

Students wishing to be absent on one of those days must provide the department head with two weeks' prior written notice of their intention to be absent under the terms of this policy.

Students wishing to observe religious holy days other than those identified and recognized above must submit, along with their written notice, a letter from their religious leader stating the reasons they must be absent from classes on the holy days of their religion.

SUGGESTION BOX

Your suggestions for improvement to this document and/or its content

CONTROLLED REFERENCE DOCUMENTS

Num	Document Name	Type	Document Custodian	Document Reviewer(s) Stakeholders	Document Approver
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