

Accommodation of Student Religious Observance:

It is the policy of Los Medanos College to make every reasonable effort to allow students to participate in the religious observances of the student's faith without penalty.

With regard to academics:

Los Medanos College shall make every reasonable effort to allow students to participate in the religious observances of the student's faith without academic penalty.

Specifically in administering any test or examination, any student who is eligible to undergo the test or examination will be permitted to do so, without penalty, at a time when that activity would not conflict with the religious observances of the student's faith. This requirement shall not apply in the event that administering the test or examination at an alternate time would impose an undue hardship (one requiring significant difficulty or expense) on the institution.

Absence from class(es) or examinations for religious observances does not relieve students from responsibility for any part of the course work required during the period of absence. It is the obligation of the student to provide written notice of the date(s) of religious observances on which they will be absent prior last day to add course. Students who have concerns about the policy should follow the college's Student Complaint/Appeal Procedures.

With regard to employment:

Any student employee may request leave to attend religious observances of the student employee's faith falling on a regular working day. It is the obligation of students to provide their supervisor with reasonable advance notice of the dates of religious observances on which they will be absent. Requests for religious leave may not be arbitrarily or capriciously denied.

Language in this policy is incorporated from and influenced by:

- *Mot Community College Policy*
- *CCCD - UF/Local 1/Management Manual*
- *CSU Ed. Code Language*