

**WALLA WALLA COMMUNITY COLLEGE
RELIGIOUS ACCOMMODATION
ADMINISTRATIVE POLICY 7910**

I. POLICY BACKGROUND/PURPOSE

Walla Walla Community College District No. 20 (WWCC) is dedicated to providing students an equal opportunity, as well as reasonable accommodations, that will allow them to be successful.

II. AUTHORITY

RCW 28B.137.010

III. SCOPE OF POLICY

This policy applies to all faculty and all enrolled students.

IV. POLICY

- A. Any student seeking reasonable accommodations under this policy must provide written notice to the faculty, within the first two weeks of the beginning of the course, of the specific dates the student requests accommodations regarding examinations or other activities.
- B. Being absent from class or other educational responsibilities does not excuse students from keeping up with any information shared or expectations set during the missed class. Students are responsible for obtaining materials and information provided during any class missed. The student shall work with the instructor to determine a schedule for making up missed work.
- C. Students may not be required to pay any fees for seeking reasonable accommodations under this policy.
- D. Faculty are required to reasonably accommodate students who, due to the observance of religious holidays, expect to be absent or endure a significant hardship during certain days of the course or program. They must also notify students of this policy in their course syllabi.
- E. "Reasonably accommodate" means coordinating with the student on scheduling examinations or other activities necessary for completion of the program and includes rescheduling examinations or activities or offering different times for examinations or activities. Examples of religious accommodations may include: rescheduling of an exam or giving a make-up exam for the student in question; altering the time of a student's presentation; allowing extra-credit assignments to substitute for missed class work or arranging for an increased flexibility in assignment due dates; and releasing a graduate assistant from teaching or research responsibilities on a given day.
- F. This policy must be published on the college's web site.

<p>Policy Contact: <u>Vice President, Student Services</u></p> <p>Approved by (Department/Body): <u>President</u></p> <p>Date Originally Approved: <u>July 6, 2020</u></p> <p>Last Reviewed/Revised on: _____</p>
