

# MANUAL OF PROCEDURE

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**PROCEDURE NUMBER:** 4067

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**PROCEDURE TITLE:** Religious Observances by Students

**STATUTORY REFERENCE:** FLORIDA STATUTE 1006.53

**BASED ON POLICY:** IV-5 Student Rights and Responsibilities

**EFFECTIVE DATE:** June 10, 2002

**LAST REVISION DATE:** January 13, 2004

**LAST REVIEW DATE:** January 13, 2004

## **I. PURPOSE**


In accordance with the requirements of §1006.53, Florida Statutes, Miami Dade College shall reasonably accommodate religious observances when they conflict with:

- Admission and Registration
- Attendance in class, class activities, examinations, and official ceremonies,
- Class work and assignments

## **II. PROCEDURE**

- A. Students who wish to participate in religious observances will be excused from class. They are to notify the instructor in advance and will be excused for such absences without penalty.
- B. Students will be responsible for any material covered during the excused absence, but will be permitted a reasonable amount of time to make up any missed work. Where practicable, major examinations, major assignments, and college ceremonies will not be scheduled on the day of a significant religious observance.
- C. Students who are absent from academic or social activities because of religious observances will not be penalized.
- D. The procedure on religious observances will be included in the Student Rights and Responsibilities Handbook and in various College publications.
- E. Students, who believe they have been unreasonably denied an education benefit due

to their religious belief or practice, may seek redress as outlined in College Procedure 4065–Institutional Grievance Process for Students Alleging Discrimination or Harassment.

	1/13/04
<b>PRESIDENT</b>	<b>DATE</b>