

### Procedure:

- I. **Students**
  - a. Within 14 calendar days of the first day of instruction, students will use the provided method to complete and submit the faith-based absence notification.
    - i. Notifications must be submitted to each course instructor.
- II. **Dean, Student Affairs**
  - a. Tracks the number of absence notifications.
- III. **Grievance**
  - a. Should a student encounter an issue, they may contact [studentaffairs@rhodesstate.edu](mailto:studentaffairs@rhodesstate.edu) or 419-995-8400.
  - b. The [Student Complaint/Grievance Policy](#) is utilized to resolve students' complaints or grievances.

### Related Policies or Procedures:

[Faith-Based Absences Policy, 4.05](#)

[Student Grievance/Complaint Policy 11.1](#)

### History:

	Date:	Reason:
<b>Issued:</b>	07/24/24	Original issue date
<b>Revised:</b>	MM/DD/YY	

*This policy and / or procedure provides operating principles for Human Resources issues at Rhodes State College. It supersedes any prior policy covering specific subject. This policy and / or procedure may be suspended, modified or cancelled as determined by the College. This policy and / or procedure does not create a contract of employment, nor is it a condition of employment between the College and its employees.*