

Religious Exemption Process for Students at Ventura College

1. Students will be emailed by the College or District to articulate the process for exemptions for students, where to find the forms on the website, and notify them of the designated contact person at VC (VPSA Peña) via vcstudentaffairs@vcccd.edu.
2. Inquiries for Religious Exemptions will come to the office of Student Affairs at VC.
3. The Office of Student Affairs will address all email inquiries and respond to the email with the process, attach forms, and showing where they can find the information on the website.
4. Once completed forms are obtained, the Office of Student Affairs will share the completed forms with a cross-divisional ad hoc committee consisting of a faculty member, classified professional, administrator, and student.
5. The committee will review the documentation provided when they meet weekly and will render a recommendation to the VPSA.
6. The Office of Student Affairs will provide that recommendation to the VC Executive Team who meet weekly.
7. The VPSA will communicate the final decision to the student in writing, informing the students of next steps.
8. The approved exempted student will present the email from the Office of Student Affairs to the Student Health Center and will received a laminated card that identifies their authorized exemption.
9. The Office of Student Affairs will keep a database of the inquiries, applications received, applications approved, and applications denied.

Medical Exemption Process for Students at Ventura College

1. Students will be emailed by the College or District to articulate the process for exemptions for students, where to find the forms on the website, and notify them of the designated contact person at Ventura College Student Health Center (SHC) via vchealthcntr@vcccd.edu
2. Inquiries for Medical Exemptions will come to the SHC at VC. Confidentiality of information will be maintained by health professionals and only shared on a limited need to know basis, in compliance with FERPA/HIPPA regulations.
3. SHC will address all email inquiries and respond to the email with the process, attach forms, and showing where they can find the information on the website.
4. The SHC will review the documentation provided and make a recommendation to the VC Executive Team that meets weekly.
5. The Office of Student Affairs will communicate the final decision to the student in writing, informing the students of next steps.
6. The approved exempted student will then go to the Student Health Center and will received a laminated card that identifies their approved exemption.
7. The Office of Student Affairs will keep a database of the inquiries and approved or denied exemptions.