



Religious Observance Allowance Form

In order to receive accommodation for religious observance, students should submit this form to their instructor at the beginning of the semester and, if possible, no later than two weeks before the day(s) for which allowance is needed. Students should fill out the top half of the form and faculty the bottom half. Both parties should retain copies of the form.

Course: _____ Instructor: _____

Student Name: _____ Date Submitted: _____

I request allowance for the following religious observance: _____

Date(s) affected by religious observance (*be specific, e.g. sundown, Wednesday, September 18 to sundown, Thursday, September 19*): _____

Briefly describe the requirements of this religious observance that will prevent you from attending class and/or fulfilling other requirements of the course (e.g., *“Because work is prohibited on this holiday, students observing it are not to attend classes, take examinations, or perform other class requirements”*). Be specific about the work or class meetings you will miss and, if you’d like, suggest a reasonable allowance.

Student Signature: _____

I approve the above allowance. The course absence and/or late work outlined above will be excused pending successful completion of the make-up work outlined below. The student will not be penalized for the course absence and/or late work outlined above pending timely completion of the make-up work outlined below.

Describe any make-up work required and any applicable due dates below:

Instructor Signature: _____ Date Submitted: _____