

# REQUEST FOR ACCOMMODATION FOR RELIGIOUS OBSERVANCES STUDENT FORM

## Instructions

Student	<ul style="list-style-type: none"> <li>- Fill out form</li> <li>- Submit to instructor as early in term as possible, preferably by end of second week of term</li> <li>- Submit separate form for each requested observance and for each course</li> </ul>
Instructor	<ul style="list-style-type: none"> <li>- Fill in the bottom section of the form</li> <li>- Return original form to student</li> <li>- Retain photocopy of completed form</li> <li>- Photocopy back-to-back to include all information</li> </ul>

Department: \_\_\_\_\_

Subject and Number: \_\_\_\_\_

Instructor name: \_\_\_\_\_ Date submitted: \_\_\_\_\_

Student name: \_\_\_\_\_ Phone: \_\_\_\_\_

Student signature: \_\_\_\_\_ E-mail: \_\_\_\_\_

I request accommodation for the following religious observance:

Name of religion: \_\_\_\_\_ Name of Holiday: \_\_\_\_\_

Day(s), date(s), and time(s) of religious holiday:

*(e.g., "sundown Monday, September 29, through sundown Tuesday, September 30")*

Briefly state the requirements of this religious observance that will prevent you from attending class, taking an examination, or fulfilling other academic requirements.

*(e.g., "Because work is prohibited on this holiday, students observing it are not to attend classes, take examinations, or perform other class requirements")*

***Please note: In general, faculty do not have to consider accommodations for the purpose of allowing students to travel away from Eugene for a religious observance, although that may be necessary in some instances***

*(Optional) Suggested accommodation/s (e.g., makeup examination):*

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This request has been accepted by the instructor, and the following accommodations will be allowed:

Instructor Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_