Spring 2016 Chapel Attendance Reduction Request Form

Please read and complete all sections of this form and return to Student Services by Friday, January 29th. We cannot process your request without a completed form. You will receive your response via email.

Please complete the following fields in legible handwriting:
Name __________________________ Date ___________ Student I.D. # __________________
Phone # ________________________ Email __________________________

Attendance Requirements:

<table>
<thead>
<tr>
<th>Days per Week in Class</th>
<th>Required Sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10 Chapels</td>
</tr>
<tr>
<td>2</td>
<td>20 Chapels</td>
</tr>
<tr>
<td>3</td>
<td>30 Chapels</td>
</tr>
<tr>
<td>4-5</td>
<td>40 Chapels</td>
</tr>
</tbody>
</table>

I am on campus for daytime classes the following days (CIRCLE): Tuesday Wednesday Thursday Friday

My earliest class for each day starts at the following time:
The Chaplain normally grants requests for Chapel reductions for those days on which a student has only afternoon classes (starting 1:00pm and later).

I would like my requirement changed to: ______ chapels per semester. (MINIMUM = 10)

I am unable to attend chapel on campus and would like to request to meet my requirement online [ ]

Check reason for exemption request:
[ ] My employer requires me to be at work during the chapel hour.

Place/Type of employment ________________________________________________

Work hours per week ____________________________________________

[ ] Other; explain below briefly but specifically. (Your work may be a sufficient reason for exemption, but "work" is not a sufficient explanation.)

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For Office Use Only:
[ ] Request accepted; Attendance requirement changed to _______ chapels per semester.

[ ] Request denied; Explanation: ____________________________________________________________________________

PLEASE READ CAREFULLY:
All students enrolled in Masters’ level and Certificate courses have a chapel requirement. For those who cannot attend chapel during the day, (Monday, evening, extension students), online chapels and podcasts are available. Students with daytime classes may not count online viewing or podcasts toward their chapel attendance without specific permission for extenuating circumstances.

PLEASE INCLUDE CLASS TIMES of FIRST CLASS.