

Spring 2012 Chapel Attendance Reduction Request Form

Please read and complete all sections of this form and return to the Chaplain's office by **Friday, February 3rd**. We cannot process your request without a completed form. This form will be returned to your student box.

Name _____ Box _____ Today's Date _____

Program _____ Student I.D. Number _____ Phone # _____

Attendance Requirements:

<i>Days per Week in Class</i>	<i>Required Sessions</i>
1	10 Chapels
2	20 Chapels
3	30 Chapels
4-5	40 Chapels

❖ 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.

I am on campus for daytime classes the following days (CIRCLE): Tue. Wed. Thu. Fri.

Daytime classes are those classes that start before 4:25pm.

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).

AM PM	AM PM	AM PM	AM PM
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I would like my requirement changed to: _____ chapels per semester.

(MINIMUM = 10)

**PLEASE INCLUDE
CLASS TIMES FOR
FIRST CLASS!**

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: _____