

Request Form
Student Excused Absence for Religious Observance
Alamance Community College

1. Students shall be permitted no more than two (2) days of excused absences for religious observances during an academic year.
2. The absences must be within the threshold of maximum absences from class each semester— that is, 20% **including** those for religious observance (or the maximum percentage listed on the course syllabus which has been approved by the College administration).
3. Request must be made to instructor(s) at least fourteen (14) days in advance using this form.

Student Name _____ ID # _____

Excused absence is requested on these date(s): _____

Classes that will be missed (course number and date): _____

Specific plan to make up work missed on the dates above:

How? _____

When? (schedule or deadline) _____

Where? _____

Student signature: _____ Date: _____

Instructor signature: _____ Date: _____

A copy of this agreement should be retained by the instructor and by the student.