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.  
csd 4/19/11