



## Religious Holiday Observance Request for Academic Absence

To request an excused class absence due to the observance of a religious holiday, students must submit this request for academic absence to the instructor by the first week of the term. Requests will be reviewed on a case-by-case basis and approved or denied by the instructor and, if necessary, by the department chair/program director. Requests are not guaranteed and are evaluated based on program requirements and the course activities scheduled for the requested day(s).

Student Name:	<input type="text"/>	Student ID:	<input type="text"/>
South Email:	<input type="text"/>	Phone:	<input type="text"/>
Course Number:	<input type="text"/>	Course Name:	<input type="text"/>
Course Instructor Name:	<input type="text"/>		
Date(s) of Requested Absence:	<input type="text"/>		

By signing below, I acknowledge that I am required to meet all established academic standards and program requirements as outlined in the syllabus. I affirm that this request is presented in truth and in accordance with my religious beliefs.

Student Signature:	<input type="text"/>	Date:	<input type="text"/>
--------------------	----------------------	-------	----------------------

### Submission Instructions

- From your South College email account, email the form to the course instructor with *Religious Observance Request* in the subject line.
- The instructor will respond via South email within 3-5 business days of receipt.
- Submission of the form does not constitute approval and a final plan. The instructor will email feedback with approval or denial of the request.

### Office Use Only:

☐ Approved ☐ Denied

Date Notification Sent to Student:

Comments:

Instructor Signature:  Date:

Chair/Program Director Signature:  Date:   
(if required)

Note: The completed form must be uploaded to the student's record in Anthology.