

Convocation/Chapel Exemption Request

Convocation is held from 10:00-11:00 a.m. each Tuesday in the Swails Center. Attendance is required for all students, resident and commuter, enrolled in 12 or more hours. Part-time commuters are encouraged to attend convocation but are exempt from mandatory attendance. Chapel is held from 7-8:30 p.m. each Wednesday evening in the Swails Center. Attendance is required for all resident students. Commuters are encouraged to attend but are not required to do so.

Students with special circumstances such as college commitments, documented work conflicts, or family needs may **apply** for an exemption. Students must file an exemption form by the end of the third full week of each semester. Students must file exemptions with appropriate documentation within 5 business days of an exemption status change. Excused absences for prolonged or serious illness or injury may be granted. Written confirmation must be submitted to the Office of Spiritual Life within 5 business days of the absence.

Attach work letter and printed class schedule. **INCOMPLETE REQUESTS WILL NOT BE GRANTED.**

STUDENT INFORMATION

Name _____ Student ID # _____

Age _____

Res Hall & Room # _____

Local Address _____

Cell/Phone _____ E-mail _____

Check days you request exemption: _____ Tuesday _____ Wednesday

Reason for requesting exemption:

EMPLOYMENT EXEMPTIONS (To be completed by employer)

If employment conflicts with Chapel, a letter on employer's letterhead **MUST** accompany this request and include the following: (1) date, (2) beginning work date, (3) your name, (4) days and time you work, and (5) employer/supervisor signature. A LETTER WITHOUT ALL FIVE OF THE ABOVE ITEMS WILL RESULT IN A DENIAL OF YOUR REQUEST.

Place of Employment _____ Employer Phone _____

Supervisor Name _____ Signature _____

CHURCH EXEMPTIONS (To be completed by student)

If a student wishes to attend another church on Wednesday, this exemption must be on file *before* the student's first miss.

Church Name _____ Church Phone _____

Ministry Commitment (if any) _____ Pastor Signature _____

I certify the information I have given above and attached is accurate. I will notify Student Life immediately of any change affecting my eligibility to continue this exemption. I have attached a printed schedule and a letter with all appropriate information and understand until I receive a letter from Student Affairs that my exemption has not been granted.

For OSL use only:

Date letter sent to student _____

Days approved: Tuesday-Wednesday

Days Denied: _____

Signature of Student _____

Date of Request _____