

Hillel

HILLEL AT MIAMI UNIVERSITY

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Request for Excused Absence for Religious Holiday

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Dear Professor,

Miami University Policy and Information Manual section 10.1 on page 97 details policy on student absence and accommodations for religious holidays.

“There are no University-recognized excused absences except for religious observances that require absence from a class session and other required class activities. Students must give written notification to their instructor within the first two weeks of class of the religious event that prohibits class attendance and the date that will be missed if officially known. Instructors will, without prejudice, provide such students with reasonable accommodations for completing missed work. However, students are ultimately responsible for material covered in class, regardless of whether the student is absent or present.”

The Jewish holidays Rosh Hashanah (New Year), Yom Kippur (Day of Atonement) and Passover fit the University definition of “religious event[s] that prohibit class attendance” and prohibit preparation for class on the following days. You may find a complete list of holidays that fall under the attendance policy adopted by the University Senate and the Board of Trustees at <http://www.units.muohio.edu/secretary/religiousholidays.pdf>. This year, those holidays (which begin at sundown the previous night) are September 19-20, 2009 (Rosh Hashanah), September 27 - 28, 2009 (Yom Kippur), and Tuesday, March 30 - 31, 2010 and April 5 – 6 (Passover). Holiday observance coincides with your course _____ and consequently _____ will not be able to attend class on _____. Your accommodation of this student is appreciated. Please contact me with any questions.

Thank you,

Rabbi Rachel Gartner
Executive Director

Signature of Student

