



**HILLEL AT MIAMI UNIVERSITY**

Beerman Jewish Student Center  
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Request for Excused Absence for Religious Holiday

January 14, 2008

Dear Professor,

Miami University Policy and Information Manual section 10.1 on page 117 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 holiday of Passover (also called Pesach) fits the University definition of “religious event[s] that prohibit class attendance” and prohibits preparation for class on the following day. 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 Passover is from April 20-27 with April 20-21/26-27 the holiest dates which prohibit class attendance. 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,

\_\_\_\_\_  
Amy Greenbaum (or) Dave Furman  
Executive Director JCSC Fellow

\_\_\_\_\_  
Signature of Student

