



# Request for Accommodation for Religious Observance

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In compliance with state and federal laws, A-B Tech students are eligible for reasonable accommodations, including up to two excused absences each academic year, for religious practices or beliefs that are required by the student's faith. **This form should be submitted to your instructor(s)** no later than the census date (10% point) for the class. The instructor(s) will give the form to their Academic Division Dean, who will make the final determination to approve or deny the request. **The decision will be sent to the student's A-B Tech student email account.**

A student who submits this form after the census date must show good cause for the late submission. Excused absences from classes for religious observances do not relieve students from responsibility for any part of the coursework required during the period of absence. **Please submit one form per class.**

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## Student and Class Information

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_

Instructor Name: \_\_\_\_\_ Course (Prefix, Number, Section): \_\_\_\_\_

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## Request Information

A reasonable accommodation for a religious observance is any change in a course or program of study with respect to the way course/program responsibilities are customarily done that enables a student to observe his/her religious practice or belief without imposing undue hardship on A-B Tech. Please provide the following information (if necessary, attach additional sheets for any of the information requested below):

**What specific class accommodation(s) do you request (e.g., excused absence, rescheduling of an exam, or other class requirement)?**

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**If requesting excused absence, please list the date(s) of the requested accommodation within the academic semester.**

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## Student Signature

In signing below, I verify that the above information is complete and accurate to the best of my knowledge, and I understand that any intentional misrepresentation contained in this request may result in disciplinary action.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Request for Excused Absence for Religious Observance

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### FOR DEAN USE ONLY

The instructor must give this form to their Academic Division Dean within a reasonable timeframe after the student submits the form. The Dean, in coordination with the instructor and/or Department Chair, will complete the second page of this form and make the final determination to approve or deny the request.

Student Name: \_\_\_\_\_ Date of Student's Request: \_\_\_\_\_

**Select ONE of the following two options:**

#### Option 1: Accommodation Approved

What specific accommodation will be provided?

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If excused absence is approved, provide date(s) of approved absence:

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Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Option 2: Accommodation Denied

Please specify the reason for the denial (e.g., requested accommodation requires significant expense or undue hardship on the College, Department, and/or Instructor, including a significant interference with the essential functions of the course/program of study):

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***Note:** If there is no consensus on a reasonable accommodation, the student may request a meeting with the Division Dean. For further appeal rights, consult College Policy 222 – School Absences for Religious Holiday and Observances.*

Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Dean:** Notify the student of the decision within a reasonable timeframe from when the student submitted this form. Send a copy of the completed form to the Records and Registration Office, either via campus mail or by email to [registrar@abtech.edu](mailto:registrar@abtech.edu), to scan into the student's electronic record.