



Religious Observance Request Form

CEA CAPA makes reasonable efforts to accommodate requests for Religious Observance provided they align with CEA CAPA policies and do not impose hardship upon other students, faculty. Missing classes, assignments or examinations for religious reasons does not absolve students from academic responsibilities. CEA CAPA may consult with your home institution and/or local religious authorities when evaluating requests. All requests for accommodations are subject to review and approval by CEA CAPA Academic Staff. Requests apply to class hours/days only and are limited to officially recognized religious observances/holidays. Make-up work is typically required to be submitted in advance.

This policy applies only to courses at the CEA CAPA Study Centers. For courses taken at local host institutions CEA CAPA defers to those institutions' policies when addressing such requests.

Instructions: Section I of this form must be completed by the student and submitted within the first two weeks of a semester, or by the end of the second class meeting of a summer or short session. Submissions after this date will not be approved as advance planning is required.

Section I. Student Request (Completed by Student)			
Student Last Name:	Student First Name:		
Home Institution:			
Program Location:	Program Type: Study Center <input type="checkbox"/> Hibryd <input type="checkbox"/>		
Term:	Year:	Today's Date:	
Description of Religious Observance Request(s) by Student <i>(include specific details regarding the religious observance, requirements, times, etc. and requested accommodations – attach additional pages if needed)</i>			
Date(s) applicable to request:			
Student Signature (Typed Name):			

Section II. Review (Completed by CEA CAPA Staff)

Based upon the information provided, CEA CAPA:

- Rejects the request for reasons provided below.
- Approves the request with the following accommodation(s):

CEA CAPA Staff Signature:

Today's Date:

Section III. Acknowledgment (Completed by Student)

Student Signature:

Today's Date: