

Ohio Christian University Chapel Exemption Request

For Office Use Only

Date Approved:

This form must be turned in by the same day the Registrar sets as the last day to add a class.

The chapel program is designed as an integral part of the University's educational mission. Chapel will take place each Tuesday, Wednesday, and Friday from 10:-11:00 a.m. All full-time (12 hours+) students are required to earn spiritual life credits by attending chapel.

Name _____ Classification: FR SO JR SR

Local Address _____
Street/Box City Zip

Phone Numbers Home: _____ Cell: _____ Email: _____

Chapel exemption may only be requested for one semester at a time.

For which semester are you applying for exemption _____

1. Which chapel day(s) do you wish to be excused from chapel? ___ Tues. ___ Wed. ___ Fri.
2. Will your exemption be effective the entire semester? ___ Yes ___ No If not, please list exact dates.
3. Please explain your reason for requesting to be excused:

BE SURE YOU HAVE THE PROPER DOCUMENTATION WITH YOU BEFORE TURNING IN YOUR REQUEST.

COMMUTERS: If you are requesting an excuse because you are a commuter and do not have class immediately before or after chapel, you must obtain a signed schedule from the registrar's office attached it to this request.

WORK: If you are requesting an excuse because of the responsibilities related to employment, you must have signed letter from your employer on company letterhead stating your work hours attached to this request.

I affirm that the above information is true.

Sign _____ Date _____

You will be notified within 5 days of your approval or denial for exemption from chapel attendance. Please watch your email for a response. Please also note that all absences from chapel will be counted until an exemption is granted.

Please notify Student Development at 740-477-7702 if there is a change in your academic status or schedule during the semester.