



CHAPEL EXEMPTION PETITION FORM

TO BE COMPLETED BY THE STUDENT (please print):

Name: _____

ID Number: _____

Email: _____

Phone: _____

Semester seeking exemption: Fall 20__ Spring 20__

Date Submitted: __/__/__

Chapel attendance is required for ALL Full-time undergraduate students (12 + hours). Students are expected to attend at least twelve (12) chapel services each semester. Students who do not have classes on campus on Tuesdays or who commute 20 miles or more, may request to lower attendance requirements from twelve (12) to six (6) chapel services per semester (plus Convocation services) by submitting a chapel exemption petition to the President’s Office. Exemptions from Chapel may be granted for any of the reasons listed below.
**Proof of exemption must accompany this form and be returned to the Office of the President. A Chapel exemption petition form AND proof of the exemption must be completed for each semester. ** If approved/disapproved you will be informed of your chapel modification or chapel exemption ruling via email and/or letter.

Chapel is held on Tuesdays, 5:30-6:30pm in the T.L. Holcomb Chapel. Attendance at Fall and Spring Convocations are mandatory for all students enrolled at American Baptist College.

1) Employed full-time

Proof: Provide a letter from your employer stating that you “work during the time of chapel or between the hours of 5:30-6:30pm.” (The statement “Full-time employment” is not acceptable; the number of hours or time of work hours must be specified and the exemption is for employment during the time of chapel.) The letter must be on company letterhead and must be signed by the employer.

2) Academic Course or Commuting Conflict (No class on Tuesday or taking less than 6 credit hours)

Proof: Provide a copy of your class schedule showing the classes for which you are registered. ** This request applies to students who do not have class on Tuesday or commuting 20 miles or more. These students may receive a chapel modification letter from the President’s Office.

3) Medical or Family Conflict

Proof: Provide a letter of appeal to the office of the president. **This request applies to students with extended absences from the college due to medical, personal or family difficulties that prevent class/chapel attendance, these students may receive a chapel modification letter from the President’s Office.

Forms must be submitted to the Office of the President in Flakes Administration Building.

If you have any questions please contact the Office of the President

officeofthepresident@abcnash.edu Phone: (615) 687-6926

OFFICE USE ONLY

RECEIVED: _____

SIGNATURE

DATE

APPROVAL : _____

SIGNATURE

DATE

RECORDED: _____

<i>For Official Use Only: Approved</i>	<i>Disapproved</i>	<i>Date: / /</i>
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SIGNATURE

(Revised 07.07.16)

DATE