Sample Religious Accommodation Request Message

Below is a SAMPLE message students can adapt and email to instructors to request specific accommodations for religious observance. Simply insert details in place of the bold, bracketed [] text, change other applicable details, and email your instructor. (Employees can also adapt it to send to their supervisors.)

As stated in the policy (link below), it is the responsibility of the student/employee to review the syllabus/work schedule and contact their instructor/supervisor well in advance, to allow time to work out details.

Date of Request: [insert date you are making this request]

Dear [appropriate title and professor's name -- e.g., Dr. Salazar]

I am a student in your [class name, course number and meeting day/time], and am writing to request an accommodation per the University’s Religious Accommodation policy: www.du.edu/studentlife/religiouslife/about-us/policy.html

I will be observing [name of holy day(s)/observance(s)] on [date(s) of class or class-required activity(s)], and so will not be in attendance that/those days. I understand that, while this/these absence(s) should not affect my grade, I am responsible for making up any work from or due this day(s). Specifically,

[adapt statements as relevant for the class per your syllabus]

- Could we make sure that I am not assigned for leading classroom discussion/presenting this date? I’d be happy to take any other.
- Perhaps I could submit our paper/essay/report the day before [date]?
- Might we be able to arrange for me to participate in the [other date] lab section that week?
- Could I take the exam the day before [date], or earlier in the scheduled day (before sunset)?

And, I will check with a classmate for notes, and the course Canvas site for updates there as well.

If easier, I would be happy to speak with you before/after our next class, or during your office hours, to work out the best option. Please let me know what works best for you.

If you have any questions regarding the policy, please feel free to contact Dr Thomas Walker, Director of Inclusion & Equity Education [, who is cc’d on this message --if that’s the case] at thomas.walker@du.edu or by phone: 303.871.4614.

Thank you very much for your understanding and assistance.

Your name
Your email address