UT Health San Antonio
University Registrar

Office of the University Registrar
Office Hours: Mon-Fri 8am-5pm
Medical Building – Room 317L
(210) 567-2621 • registrars@uthscsa.edu

Notification of Planned Absence to Observe Religious Holy Day

Notification to the Instructor must be made no later than the 15th day after the first day of the semester.

Medical and Dental school students who register on an academic-year basis must make notification of planned absence in the spring semester to the instructor no later than the 15th day after classes resume following scheduled Christmas vacation.

Failure to complete work within the "reasonable time" limits will result in a loss of credit for work or failure of an examination.

These policies are to be followed **UNLESS THEY INTERFERE WITH PATIENT CARE**.

To:_____ Date: _____
Name of Course Instructor

From: _____ _____ _____
Name of Student *School/Program* *Level*

I plan to be absent from _____
Class Name and Number

On_____ in order to observe the religious holy day of
Date(s)

_____,

Sacred to the_____ faith.
Religious affiliation

I understand that I may take any examination or complete any assignment for that day(s) within a reasonable time.*

* Reasonable time: The instructor will designate on the line below the limit of time from the date of absence during which any examination or assignment missed must be completed.

Deadline to complete missed assignments/exam:_____

Course Instructor Signature: _____

Date of Notification: _____

Signature of Student: _____