Student Instructions:

1. **All FULL-TIME undergraduate students are required to attend chapel three times each week**, this includes all commuters and residents.

2. All petitions must be turned in to the Office of Chapel Programs by **5pm the last day of the add/drop period** each semester. Any students submitting petitions after this date will be charged a late fine* according to the following time line:
   - Within 30 days of the add/drop date - $125.00
   - 31-59 days after the add/drop date - $150.00
   - 60+ days after the add/drop date - $175.00
   *PETITIONS WILL EXPIRE 30 DAYS FROM SUBMISSION IF ALL REQUIRED DOCUMENTATION IS NOT RECEIVED.
   *LATE FINE MUST BE PAID THROUGH THE CASHIER’S OFFICE BEFORE PETITION WILL BE ACCEPTED

3. If you are required to work off campus during chapel times, attach a letter from your employer on **company letterhead** stating the days and hours that you are required to work. Include a phone number and the name of the person to contact at your work.

**PETITIONS ARE VALID FOR ONE SEMESTER ONLY!**

**Student Section:**

- [ ] Commuter
- [ ] Employment
- [ ] Other

Name

Last Name  First Name  APU ID#  -  -  -  -  APU box #

Address

Street  City  State  ZIP

Phone (  )  Year in school:  [ ] FR  [ ] SO  [ ] JR  [ ] SR

Email address  Semester:  Fall (year)  Spring (year)

Days requested to be excused (morning chapel only)  [ ] Monday  [ ] Wednesday  [ ] Friday

Reason(s)

________________________

Student signature

Date / / __________

**Office Use Only:**

- [ ] Approved
- [ ] Denied
- [ ] Other

Received date / / __________

Received by

Comments:

*PLEASE NOTE CHANGE IN ALLOWABLE ABSENCES BASED ON NUMBER OF DAYS EXCUSED.*

Regular chapel attendees (those who must attend three chapels a week) are allowed 10 personal absences per semester. If you are regularly excused from one chapel per week, you will be allowed seven personal absences per semester. If you are regularly excused from two chapels per week, you will be allowed four personal absences per semester. If excused on a Monday, Wednesday, or Friday, that specific day of the week will not be eligible for chapel attendance credit. Once you have reached your limit of personal absences, any further unexcused absences will immediately result in Chapel Probation.

Official Signature

Date / / __________

[ ] Mileage #  [ ] Address  [ ] WHV

[ ] Class  [ ] Wk Ltr

Office of Chapel Programs  Azusa Pacific University

901 East Alosta Avenue  Azusa, CA 91702-7000  (626) 812-3088  Fax (626) 815-2001

Chapel Programs (White)

CP Revision 6/14

Student (Yellow)