

FOR REQUESTING ALTERNATIVE TIME FOR EXAMS:

Subject: Request meeting to accommodate my observance of Ramadan during exam

Dear [INSTRUCTOR NAME]

My name is [STUDENT NAME], and I am a student enrolled in [COURSE NUMBER AND NAME] this semester. Upon reviewing the syllabus, I noticed that there is a conflict between my religious observance and our exam schedule.

My observance of Ramadan includes fasting from food and water each day from dawn until sunset over the course of a month. This year, Ramadan will begin on [INSERT DATE] and end around [INSERT DATE]. The exam time [DATE/TIME] falls within the time [TIME OF IFTAR IN YOUR AREA] that I will be breaking my approximately 14 hour [MODIFY AS NEEDED] fast. In accordance with state regulations for accommodations of Religious Creed, I wish to discuss making reasonable arrangements to take my exam for your class at an alternate time, other than the one scheduled (please see attachments below for reference).
[ADD ANY SPECIFIC REQUEST YOU HAVE]

Please let me know at your earliest convenience when we may discuss this important matter or how I may schedule a meeting with you to discuss it. Thank you for your support!

Sincerely,
[YOUR NAME]

FOR REQUESTING A 15 MINUTE BREAK DURING CLASS TO BREAK YOUR FAST & PRAY:

Subject: Request meeting to accommodate my observance of Ramadan during exam

Dear [INSTRUCTOR NAME]

My name is [STUDENT NAME], and I am a student enrolled in [COURSE NUMBER AND NAME] this semester. Upon reviewing the syllabus, I noticed that there is a conflict between my religious observance and our course schedule.

My observance of Ramadan includes fasting from food and water each day from dawn until sunset over the course of a month. This year, Ramadan will begin on [INSERT DATE] and end around [INSERT DATE]. This course falls within the time [TIME OF IFTAR IN YOUR AREA] that I will be breaking my approximately 14 hour [MODIFY AS NEEDED] fast. In accordance with state regulations for accommodations of Religious Creed, I wish to discuss making reasonable arrangements to leave the classroom for 15 minutes, without penalty and disruption to my peers, to break my fast and pray in a quiet room down the hall. (ADD ANY SPECIFIC REQUEST YOU HAVE)

Please let me know at your earliest convenience when we may discuss this important matter or how I may schedule a meeting with you to discuss it. Thank you for your support!

Sincerely,
[YOUR NAME]

FOR REQUESTING ACCOMMODATIONS DURING EID:

Subject: Request meeting to accommodate my observance of Eid during exam/class

Dear [INSTRUCTOR NAME]

My name is [STUDENT NAME], and I am a student enrolled in [COURSE NUMBER AND NAME] this semester. Upon reviewing the syllabus, I noticed that there is a conflict between my religious observance and our exam schedule.

My observance of Ramadan includes fasting from food and water each day from dawn until sunset over the course of a month. This year, Ramadan will begin on [INSERT DATE] and end around [INSERT DATE]. Following the conclusion of Ramadan, Muslims gather to celebrate this occasion by hosting Eid al-Fitr, which is a time of community bonding and unity. This year, Eid al-Fitr falls on [EID DATE], which is also a scheduled class for this course.

In accordance with state regulations for accommodations of Religious Creed, I wish to allow for an excused absence for your class on [EID DATE]. (ADD ANY SPECIFIC REQUEST YOU HAVE)

Please let me know at your earliest convenience when we may discuss this important matter or how I may schedule a meeting with you to discuss it. Thank you for your support!

Sincerely,
[YOUR NAME]