

Instructions for Completing Online Chapel Excuse Forms

If you miss chapel, you will need to complete a chapel excuse form online.

The Graduate website can be found at ORU Grad Theology Class Pages.

Look for the Student Development/Chapel Info on the right side. It will bring you to student development home page.

http://web.oru.edu/current_students/class_pages/grtheo/mmankins/Student%20Development/Student_Dev_HP.htm

There you will find all the information regarding chapel. You will also find an instructional video on how to complete the chapel form. [Chapel Excuse Form - Video Tutorial](#)

Click the link: [Link to electronic Chapel Excuse Form](#)

Complete the following information

- 1.) Today's date
- 2.) Z number
- 3.) ORU Email (Only ORU email)
- 4.) Cell Phone
- 5.) Address
- 6.) Type of Absence
- 7.) Date of Absence(s)

Single Chapel Excuse:

*- If you are absent for one day, click **one time** and provide the date under Single Chapel Absence.

Under this tab, you will click either Wednesday or Friday.

(Commuters) Remember you are required to come only once a week. If you have emailed which day you are coming, you do not need to complete this part. This part is only to be completed if you will be absent on your chapel day.

8.) Upload Any Supporting Document

-Here you will upload a document stating the reason of absence (sick, work meetings, health appointments, or emergencies). If it is for a medical appointment, a doctor's note will be needed.

Long Term Chapel Excuse

-If you are absent on certain days regularly, such as every Wednesday, you can click **multiple times** and will be asked to record those dates under Long Term Chapel Absence

-Also, if you are unable to attend chapel due to conflict with work schedule, military training, or internship, select **multiple times**. This will allow you to petition to be excused for the semester.

-For days to be excused please select both Wednesday and Friday.

You will be asked to record the dates of absence. If you are unable to attend any services you would write the beginning date of the semester and the end date. A signed letter from the supervisor will need to be uploaded.

9.) Lastly, you will need to complete an electronic signature. This can be done with computer mouse or by hand if you have a tablet.

10) Click Submit

When the form has been submitted, we will receive a notification. Professor Ewe will review the request. Once processed, a confirmation email will be sent.

If you have any questions concerning chapel absences or the online process, please email professor Ewe at ewe@oru.edu.

Grad Theology

