

Jewish Holiday Absence Letter

Today's Date: _____

Name of Professor: _____

Course Name and Section Number: _____

Dear Professor _____,

I will be unable to attend class on the following date(s), for the following Jewish holidays:

___ Monday, September 30, 2019 (Rosh Hashanah, Day 1)

___ Tuesday, October 1, 2019 (Rosh Hashanah, Day 2)

___ Tuesday, October 8, 2019 (Start of Yom Kippur)*

___ Wednesday, October 9, 2019 (Yom Kippur)

___ Monday, October 14, 2019 (Sukkot, Day 2)

___ Monday, October 21, 2019 (Shmini Atzeret)

___ Tuesday, October 22, 2019 (Simchat Torah)

*Observances of Jewish holidays begin at sunset. I will meet with you to discuss completing any assignments and/or make-up work and arrange with you a mutually convenient time to reschedule any exams, quizzes or the like.

Thank you, Printed Name: _____

Signed Name: _____

UC Hastings Attendance Rules:

UC Hastings Academic Regulation section 501 requires that all students "regularly and punctually attend class[.]" This is both a UC Hastings requirement and an ABA requirement.

Individual professors may impose additional attendance rules/requirements. Acad. Reg. § 502. If you fail to attend class regularly and punctually, you may be administratively withdrawn from the class due to excessive absences. Acad. Reg. §§ 503 & 504. During the Add/Drop period, you must attend every class session for courses in which you are enrolled. You may be dropped from a class if you fail to attend during the Add/Drop period. This is to facilitate efficient waitlist processing. If you must miss class for any reason during the Add/Drop period, you must get permission from the Associate Academic Dean. Please note that all absences, even those for good reason (such as for job interviews, intercollegiate competitions, clinic/externship fieldwork, severe illness), are absences for purposes of the foregoing rules. Thus, all absences, even ones for good reason, can result in a grade reduction (if the professor so provides) and can, if excessive, cause you to be administratively withdrawn from the course.

If You Must Be Absent:

Sometimes, conflicts are unavoidable despite best efforts. **In that situation, please contact your professor as soon as possible to ask your professor if you may miss class and to ask your professor what you can do to make up the time you miss.** If you must be absent, please be sure to do the reading and get notes from a classmate (or two). You should do the reading and review the notes before contacting the professor with questions about the material covered in the class that you missed. **You are responsible for balancing your competing obligations and for staying up with the course material.**