

Dear Muslim Students,

Assalam o Alaikum,

Ramadan 2023 (~Wednesday March 22, 2023- Saturday April 22, 2023) falls within the school year and ends two weeks before finals. Like previous years, with the permission from our VP of Academic Affairs, I am sending out a template that you can use to communicate with your professors to negotiate with them **Ramadan-related accommodations**. I have left **some blue highlights** in places where you can customize the template according to your own circumstances. Below the larger template are some additional scenarios. If any of these scenarios fits your situation, you can insert that paragraph into the larger template. If you have a more specific situation that does not fit the options given below, you are welcome to contact with me and we can work together on one that fits your needs.

I trust your abilities to respectfully communicate with your faculty. In case there is a need for an intermediary, please do not hesitate to reach out to me. Please submit your accommodation requests to your professors as early in the semester as possible.

Have a successful spring 2023!

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Subject: Request to accommodate my observance of Ramadan

Dear [**PROFESSOR/INSTRUCTOR NAME**]

My name is [**YOUR NAME**], and I am a student enrolled in [**COURSE NUMBER AND NAME**] this semester. I am reaching out to you because there is a conflict between my religious observance (Ramadan) and our (**scheduled exam, paper, or project/assignment; PLEASE SPECIFY its scheduled submission date and time**)

Ramadan includes fasting (second pillar of Islam and an obligatory practice) total abstinence from all kinds of food and water, medications, inhalers, and caffeine each day from pre-dawn (~4:50am) until sunset over the course of a month. Ramadan also includes additional nightly prayers that can go up to midnight, squeezing intermittent sleep hours to about [**4-5 hours**] per night. While Ramadan includes physical abstinence from food, water, etc., the underlying philosophy is to make people better human beings and strengthen their connection to Allah [God] and His creations. This year, Ramadan starts on **March 22** (depending on the lunar cycle and location) and ends on **April 22, 2023**.

The [**exam time, paper submission time, or presentation time DATE/TIME**] falls within or **close to the time** ((beginning of Ramadan from 5:30am to 7:29pm; and towards the ends of Ramadan from 4:50am to 8:05pm CST) **that I will be breaking my approximately 15 hours fast**. I would like to discuss requesting reasonable arrangements to reschedule [**please specify for example exam,**

final paper, final project, assignment] to an alternate time/date than the one scheduled [Here Students can ADD ANY SPECIFIC REQUEST they HAVE including the ones given below].***

Please let me know at your earliest convenience when we may discuss this matter or how I may schedule a meeting with you to discuss it. Thank you in advance for your time and consideration

Sincerely,

[YOUR NAME]

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Scenarios***

Because I wake up at around 4:30 am at the beginning Ramadan and 4:00 am towards the end of Ramadan and stay up until around midnight to offer additional Ramadan-specific prayers, my sleep schedule is significantly impacted. While my body is getting used to of fasting [and caffeine withdrawal] and disrupted sleep hours, I may not appear as active as I normally am. (It takes human body about a week to adjust to caffeine withdrawal and new sleep schedule). However, I will still try my best to actively participate in your class and focus on the subject material. Can I please consult with you later at a time that matches our schedules to clarify concepts that I may still have questions about?

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Since I break my fast at 7:29 pm at the beginning of Ramadan and gradually move to 8:04pm towards the end of Ramadan (subjected to the timing of sunset), I will need to step out of class for about 15minutes to break my fast and offer mandatory prayers. I am worried that I may miss some important class content during that time. Is there a possibility for me to connect with you about content I may have missed during those 12-15 minutes? I will try my best not to disrupt class when I step out and re-enter. Sometimes people feel exhausted after they break a 15-16-hour fast. However, I will try my best to stay focused and engaged in the class after I return.

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