

Exemption/Commuter Chapel Guide

When do you have to be present in chapel?

- Chapel attendance is required of all resident students. Commuter students must attend chapel on any day on which they have a class immediately before or after chapel. All online students are not required to attend chapel but are encouraged to view services online. **Chapel services begin at 10 a.m. Tuesday, Wednesday, Thursday, and Friday and are generally between 1 hour and 1 hour and 15 minutes in length.** Students record by scanning in at chapel using the live QR code provided. Students will be marked absent if they arrive five (5) minutes past the service starting time. Students are expected to remain in the chapel service until a formal dismissal is given.
- Students must notify a Chapel Usher or Residence Director if, after scanning their ID card, they change their mind and decide not to attend chapel that day. Failure to notify a Chapel Usher or Residence Director is considered a serious offense (Level 3) and may result in disciplinary consequences including but not limited to a double absence, a meeting with Residence Life staff, fines and suspension (in addition to any fines assessed for exceeding the allowable number of absences).

When would it be considered too late to get credit for chapel?

- Starting at 10:04 am chapel ushers will no longer take attendance.

How do I get registered for chapel attendance?

- Download the iAttended app on the Apple Store or Google Play Store
- Sign in with your UVF email (not a personal email)
- Enable notifications and Location “while using the app”
- Press “scan QR Code”
- Scan this QR Code (Below)



Welcome to UVF Chapel

Sign in August 19, 2024 at 9:02 am
Event: September 6, 2024 at 9:02 am



What do I do if I don't have a class before or after chapel?

- You will need to fill out a chapel exemption form.

How do I apply for an exemption that matches my schedule?

- Look at your schedule and see which days you're required to be at chapel. Then follow the steps below

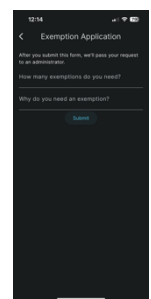
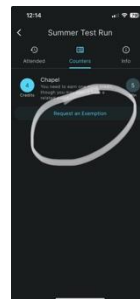
(1) Press Progress on

(2) Next, press on your path (This will be name of the semester you're in)

(3) Press on Counter

(4) Press on Request Exemption

(5) Submit Exemption according to the exemption needed (ex. 1 for a 1 – day exemption)



What Exemptions can I apply for?

- 1 – Day Exemption
- 2 – Day Exemption
- 3 – Day Exemption
- 4 – Day Exemption
 - Generally, students are not permitted to be exempt from four days of chapel. Only in very rare circumstances will a four-day semester exemption be granted. (This may occur only once during a student’s academic career and is discouraged during a student’s final semester.)

Where can I find more information on chapel expectations and what is an approved reason for an exemption?

- You can find this information in our student handbook starting on page 39 through page 43.
 - My.valleyforge.edu
 - Click on the Student Life Tab
 - Click on New Student (on the left side)
 - Scroll down to the helpful information portion of the screen
 - Click on Student Handbook 2024-2025

What should I expect after I submit a chapel exemption request?

- The Chapel Attendance email account will reach out to you with any further questions they have for your exemption request.
- After reviewing your request, you will get a decline or approved email

Can I miss chapel on days I don’t have a class before or after without getting official approval for a chapel exemption from Chapel Attendance?

- No, you must apply and be approved.

If something is wrong with my chapel attendance, how can I resolve it?

- Email chapel attendance (chapelattendance@valleyforge.edu) within 7 days of the date in question. You will only have 7 days to adjust or fix any dates that are not showing up correctly.

How often do I have to attend Chapel?

- You will need to be present for 80% of chapels provided (the number of chapel change per semester)
- There is a charge for each chapel credit missed below the 80% attendance requirement. For example, if a student was two credits short of what they needed to meet the 80% attendance requirement, a student would be charged. Students may appeal chapel fines to the Student Life Office within ten business days (two weeks) from the date of the fines. Further appeals may be made to the Vice President of Student Life in writing. Appeals will be evaluated on a case-by-case basis at the discretion of the Student Life Office.

What is the charge if I miss more chapel than I’m allotted?

- The charge would be \$20 per every chapel missed over the allowed misses

What is Chapel Alert or Probation?

- If a student is unable to meet the 80% chapel attendance requirement, but may be able to attend at least 70% of available chapel services, they will be placed on Chapel Alert. If a student is unable to attend at least 70% available chapel credits, they will be placed on Chapel Probation for the remainder of that semester and the following semester. Because of the importance placed on abiding together corporately, and because of the significance of chapel in the UVF experience, students placed on Chapel Probation are ineligible to participate in chapel platform ministry, student leadership positions and ministry participation as a representative of the University. Students on Chapel Probation may also forfeit institutional scholarship or grant awards.
- Students may only be on chapel probation a maximum of two (2) times during their academic career before receiving a one semester suspension that makes them ineligible to return the following semester. Upon reaching chapel probation for the third time, the student will be notified of a mandatory hearing in which the student will appear before their faculty advisor, the Vice President of Academic Affairs, and the Vice President of Student Life to discuss their suspension and/or to make an appeal.