

ACCOMMODATION FOR OBSERVANCE STUDENT REQUEST FORM



Student ID:				Date Submitted:	
Student Name:				Faculty Name:	
Course and Section:				Program:	
SLC Email Address:					
Relevant Semester (Select one):	Fall	Winter	Spring / Summer	Year:	

ACCOMMODATION FOR OBSERVANCE DURING THE TERM		
Date of Conflict	Observance	Accommodation Requested

It is understood that this information will be treated in a confidential manner, except to the extent that the information is false, fraudulent, is required to be used in any claim of academic misconduct against the student or is required to be disclosed to defend St. Lawrence College in any claim or potential claim involving the student or the suspicion of fraud.

St. Lawrence College maintains compliance with all privacy requirements; including the Freedom of Information and Protection of Privacy Act (FIPPA), the Personal Information Protection and Electronic Documents Act (PIPEDA), and the Personal Health Information Privacy Act (PHIPA). The Privacy Commissioner of Ontario can be reached at 1-800-387-0037. If needed, this information will be made available in alternative format upon request at accessibility@sl.on.ca.

STUDENT SIGNATURE:		DATE:	
INSTRUCTOR SIGNATURE:		DATE:	

ACCOMMODATIONS FOR OBSERVANCE

Academic Accommodation for Religious, Indigenous and Spiritual Observances

This form is to be used to request a formal academic accommodation based on a student's declaration of religious, Indigenous or spiritual observance ("Observance"). It is understood by all parties concerned that this information will be kept strictly confidential and will not be used for any other purpose. The mutual agreement reached between the student and the instructor must meet the College deadlines for grade submission.

INSTRUCTIONS FOR STUDENTS

Complete one form for each course where Religious, Aboriginal and Spiritual Observance Accommodation is required. Sign and date the form(s).

1. If, after reviewing the Course Outline details for a course, you determine that there is a conflict between an academic activity and your Observance, you should complete the form entitled "Accommodation for Observance" and submit it to your Instructor. A separate form must be submitted for each course within the first two weeks of the term if possible or at a minimum within two weeks of the conflict. If there is a required absence occurring within the first two weeks of classes or the dates are not known well in advance as they are linked to other conditions, this form should be submitted with as much lead time as is possible in advance of the required absence. Describe, in as much detail as possible, the requirements of your observance and a description of the requested accommodation.
2. You should consult with your Faculty to reach an agreement on a reasonable means to address the Accommodation. Both you and your Faculty must complete, sign and date the agreement, and both should retain a copy of the form for a minimum of one semester after the term within which it was filed.
3. If you do not feel that your request for accommodation has been dealt with appropriately, you may take the matter forward to the Dean or Associate Dean of the School, within five (5) days of receipt of this form from the Faculty. If after consultation with their Associate Dean / Dean, a mutually agreeable accommodation is not reached, students may launch an appeal through the College's complaint [process](#).
4. If you have not received a response from the Faculty within the first three (3) weeks of classes, you may also refer this to the Dean or Associate Dean of the School.
5. Your signature on this form attests to the fact that you are submitting a bona fide claim.

INSTRUCTIONS FOR FACULTY

1. Accept Accommodations for Observances in good faith, unless there is specific evidence to indicate an abuse of the policy.
2. You should consult with the student to reach an agreement on a reasonable means to address the Accommodation. Both you and the student must complete, sign and date the agreement, and both should retain a copy of the form for a minimum of one semester after the term within which it was filed.
3. If you have any questions regarding the Observance indicated by the student, please review the inter-faith calendar found [here](#) for relevant dates associated with the Observance identified.
4. When making the alternative arrangements (e.g., rescheduling an examination), you must ensure that the academic obligation can be met as soon as possible before the end of the semester, and that it is conducted equitably and in a suitable environment.