

## Religious Observance Accommodation Request:

The Student Request for Academic Accommodation Based on Religious Observance form is to be uploaded as part of the Public Request. It is understood by all parties concerned that this information will be kept strictly confidential, and will not be used for any other purpose.

### Instructions:

1. Complete one form for each submission where Religious Observance Accommodation is required.
2. It is the student's responsibility to review course outlines to determine that there is a conflict between an academic activity and your religious observance. These requests must be submitted within two weeks of the conflict and normally within the first two weeks of the term. If the required absence occurs 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 or conflict. Describe in as much detail as possible, the requirements of your observance and a description of the accommodation you are requesting. Complete one form for each course that has a conflict.
3. It is the student's responsibility to review the Final exam schedule to determine that there is a conflict between a final exam and their religious observance. Ideally, this will be completed within four (4) weeks of the release of the exam schedule. Describe, in as much detail as possible, the requirements of your observance and a description of the requested accommodation.
4. If you are not registered with Access and Inclusion Services, submit a [public request form](#) on the Access and Inclusion website and upload the completed "Student request for Accommodation based on Religious Observance" form(s) within the timelines listed above. If you have more than one request you will need to combine the forms and upload them as one document.
5. If you are registered with Access and Inclusion Services upload the "Student request for Accommodation based on Religious Observance" form to your Accommodate portal.
6. An Access Advisor will review the form and contact you to complete the accommodation process.
7. If your request is approved, you will be provided with instructions to send your accommodation letter to your instructor.
8. Arrange a meeting with your instructor to discuss the accommodation and determine how the accommodation will be implemented.



MOUNT ROYAL  
UNIVERSITY  
1910

# Access and Inclusion Services

## Student Request for Academic Accommodation Based on Religious Observance

A religious conflict is deemed to exist when a student is unable to attend a regularly scheduled exam or final exam or complete an academic activity due to a concurrent religious observance.

By submitting this form, you are confirming that you are submitting a bona fide (real and honest) claim.

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student ID number: \_\_\_\_\_

Student MRU email Address: \_\_\_\_\_

Student phone number: \_\_\_\_\_

Course name and section: (Example: PSYC 100, Sec 001) \_\_\_\_\_

Instructor name: \_\_\_\_\_

Instructor email: \_\_\_\_\_

### Religious Observance

What is your Religious Observance?

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**Accommodation for Religious Observance During the Term**

What is the course activity or assessment for which you need an accommodation?

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How does this activity conflict with your religious observance?

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**Accommodation for Religious Observance During Final Exams**

What is the date and time of the exam for which you need an accommodation?

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How does this exam date and time conflict with your religious observance?

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**Freedom of Information and Protection of Privacy**

The personal information that you provide to Mount Royal University is collected under the authority of the Post-Secondary Learning Act and the Freedom of Information and Protection of Privacy (FOIP) Act – Section 33(c). The information will be used for the purpose of accommodation. Collected personal information is protected from unauthorized access, collection, use, and disclosure in accordance with the FOIP Act and can be reviewed upon request subject to the provisions under the Act.

Questions regarding the collection of personal information can be directed to: Access and Inclusion Services 403.440.6868

[accessibility@mtroyal.ca](mailto:accessibility@mtroyal.ca) website: [www.mtroyal.ca/accessibility](http://www.mtroyal.ca/accessibility)

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