

STUDENT REQUEST FOR ACCOMMODATION OF RELIGIOUS, ABORIGINAL AND SPIRITUAL OBSERVANCE

You must read the attached Instructions prior to completion of this form.

STUDENT ID NUMBER	DATE SUBMITTED			
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">M</td> <td style="width: 33%; text-align: center;">D</td> <td style="width: 33%; text-align: center;">Y</td> </tr> </table>	M	D	Y
M	D	Y		
SURNAME	GIVEN NAME			
UNIVERSITY EMAIL ADDRESS				

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

ACCOMMODATION FOR THE FINAL EXAMINATION		
Date of Conflict	Name of Observance	Requested Accommodation

Statement of Confidentiality:

In accordance with Section 38(2), 39(3), 41(1) (b, c), 42(d) and 43 of the Freedom of Information and Protection of Privacy Act (FIPPA), the information on this form is collected under the authority of the Ryerson University Act, 1977 and is needed to process your request for academic consideration.

All personal information that is collected will be used, stored, and destroyed in accordance with the University's Information Protection and Access Policy. (see <https://www.ryerson.ca/policies/policy-list/information-protection-access-procedure>). If you have questions about the collection, use and disclosure of this information by Toronto Metropolitan University please contact the Secretary of Senate, or Victoria Madsen (vmadsen@ryerson.ca) or Suzanne Hicks (suzanne.hicks@ryerson.ca), 350 Victoria St, Suite JOR1227, Toronto ON M5B 2K3, 416-979-5000, ext. 555011.

ACCOMMODATION OF STUDENT RELIGIOUS, ABORIGINAL AND SPIRITUAL OBSERVANCE

INSTRUCTIONS:

See <http://www.ryerson.ca/senate/policies/pol150.pdf>

This form is to accompany an online request for formal academic accommodation based on a student's declaration of religious 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 University deadlines for grade submission.

Instructions for Student:

- Complete one form for each online submission where Religious, Aboriginal and Spiritual Observance Accommodation is required.
 1. If, after reviewing the Course Management details for a course, you determine that there is a conflict between an academic activity and your observance, you should complete the section of the form entitled "Accommodation for Observance During the Term" and submit it through the online system. 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. Describe, in as much detail as possible, the requirements of your observance and a description of the accommodation that you would prefer.
 2. You should consult with the Instructor to reach an agreement on a reasonable means to address the situation.
 3. If you do not feel that your request for accommodation has been dealt with appropriately, you may take the matter forward to the Chair/Director of the Department/School which teaches the course or the Program, or Director of the G. Raymond Chang School of Continuing Education teaching Department if a continuing education student, within five (5) days of receipt of the decision from your Instructor.
 4. If you have not received a response from the Instructor within the first three weeks of classes, you may immediately refer the issue to the Chair or Program Director.
 5. If, upon release of the Examination Timetable, or the announcement of an Exam date for The G. Raymond Chang School of Continuing Education that is not the normal last day of class, and you find you require an accommodation for an observance, you should file an online request including this form, completing the section entitled "Accommodation for the Final Exam" and submit it to the Instructor within two (2) weeks of the release of the exam schedule.
 6. If you do not feel that your request for accommodation for the final examination has been dealt with appropriately, you may take the matter forward to the Chair or Program Director within five (5) days of receipt of the decision from your Instructor.
 7. Your signature on this forms attests to the fact that you are submitting a bona fide claim.

Instructions for the Instructor:

1. If you have any questions regarding the observance indicated by the student, please go to the web site that provides comprehensive details of the observance obligations for each religious group that the university is aware of at <https://www.ryerson.ca/humanrights/religious-cultural-observances/>. If you have any questions about this website, please contact the Discrimination and Harassment Prevention Services Office.
2. You should consult with the student to reach an agreement on a reasonable means to address the situation for any periods indicated in the section "Accommodation for Observance During the Term".
3. It may be necessary for a student to submit another Accommodation form after the release/notification of the Examination Timetable if a conflict arises.
4. You should consult with the student to reach an agreement on the alternative arrangements for the final examination.
5. When making the alternative arrangements (i.e. rescheduling an examination), you must ensure that the academic obligation can be met as soon as possible before the end of the term and is conducted in a suitable environment.