

## EXAM ACCOMMODATION FOR RELIGIOUS AND SPIRITUAL PRACTICE

Students seeking accommodation for religious or spiritual practice in the form of an absence from an exam, must submit a formal request to the course instructor as soon as exam schedules are made available. Students must submit a separate form for each course.

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

Department: \_\_\_\_\_ Course name & number: \_\_\_\_\_

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

Student name: \_\_\_\_\_ Student number: \_\_\_\_\_

Student signature: \_\_\_\_\_

I am requesting accommodation for religious or spiritual practice for the following date(s):

Briefly outline the reasons for your request and the nature of the accommodation you are requesting.

The course instructor will note the agreed upon accommodation at the bottom of the form, and return a copy of the form to the student.

Agreed upon accommodation (to be completed by the instructor):

Instructor signature: \_\_\_\_\_

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

**NOTE:** Please provide a copy to the student, maintain a copy for your own records, and provide a copy to your Department Chair or Program Coordinator.

#### COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION

Langara College collects and maintains the information on this form under the authority of the College and Institute Act [RSBC 1996, Chapter 52], and complies with the provisions of the Freedom of Information and Protection of Privacy Act [RSBC 1996, Chapter 165] by collecting personal information only to assist students to request examination accommodation for religious or spiritual practice. For questions about the collection, use and disclosure of your personal information, contact the Director, Student Conduct and Judicial Affairs at 604.323.5151.