

RELIGIOUS OBSERVANCES AND ACADEMICS

Engineering students requiring Religious Observance Accommodations are requested to complete this form **at the beginning of each term**. They should consult with each course syllabus for dates of assessments that may conflict with their Religious Observances dates. This form should be submitted to the Program Advisor, (Accommodations & Considerations) via email, [engineering.aac@queensu.ca](mailto:engineering.aac@queensu.ca) Once this form is received and reviewed the instructors will be notified of the request(s) and the student will be copied on that email correspondence accordingly. The student can then be in contact with the instructor about the missed assessment.

**Religious Observances Notification form FEAS (Term only, this does not include final exam requests).** See below for final exam requests\*

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

Student email: \_\_\_\_\_@queensu.ca Year of Studies: 1 2 3 4 5 (please highlight)

Discipline, if not 1<sup>st</sup> yr: \_\_\_\_\_

TERM (i.e., Fall/Winter/Spring/Summer) : \_\_\_\_\_ 2023/24 Academic Year

Please indicate what Religious Observance your request is for the term. **ENSURE YOU HAVE CHECKED YOUR DATES BEING REQUESTED FOR ACCURACY.**

	Dates Requested DD/MM/YY	OBSERVANCE	Course (i.e APSC 123)	Assessment type Quiz/Lab/Test/Midterm	Time of Assessment	Instructor
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

\*For **final exam Religious Observance** conflicts please refer to the **Queen's Exams office** webpage for their strict deadlines to submit. <https://www.queensu.ca/registrar/academic-info/exams/students> under **Exam Conflicts/Religious Accommodations**.

### **Religious Accommodations**

Students requesting accommodation on the basis of Religious Observance must read the information contained on [Faith and Spiritual Life's Religious Accommodation webpage](#).

All requests for Religious Observance must be submitted to the Exams Office by the deadline date (see **Exam Conflict Application and Deadlines** below), and are authorized by the [Office of Faith and Spiritual Life](#).

- To request a Religious Observance exam accommodation, please complete the **Exam Conflict Application** found below
- Students whose application has not been approved will be notified by email
- Students whose application has been approved will receive an exam accommodation notice by email with the details of the accommodation

### **\*Final Exam Conflict Application and Deadlines**

Individual arrangements are made for each student.

To make arrangements regarding an exam conflict, a student is required to complete the [Exam Conflict Application](#) and submit to the Exams Office, [exams@queensu.ca](mailto:exams@queensu.ca), by the firm deadline date.

The **deadlines to apply** for an official exam conflict are as follows:

- November 15 (December exams)
- March 15 (April exams)