

Student Form: Faith-Based Course Accommodation Request

This form is intended to support academic success in each student's specific courses. The accommodations referenced here do not encompass housing requests nor health requirements. For exemptions related to health requirements, please check with your college or program directly, as policies and deadlines may vary.

Students should first attempt to arrange their course schedules to minimize conflicts with their own faith or cultural needs. If conflicts cannot be avoided, students should request religious or faith-based academic accommodation(s), by completing this form and submitting it directly to your instructor(s).

Forms ought to be submitted to instructors within the first two weeks of a 16-week course, within the first week of an 8- or 7-week course, or as soon as possible once a conflict with course requirements is anticipated. To ensure timely and fair accommodation processes, students are encouraged to submit any faith-based or culture-based course accommodation requests before the University's course drop deadline. Early submission allows instructors to plan appropriately and supports a positive, collaborative process.

1. Student information:

- a. Name
- b. LU ID #
- c. Major
- d. Expected graduation date
- e. LU email address
- f. Student status (check all that apply):
 - ☐ Undergraduate
 - ☐ Graduate
 - ☐ International

International students: please note that if you are on an F1 or J1 visa, you must also send this form to ISGSS@lewisu.edu in addition to sending your instructor(s) when requesting accommodations.

2. Course information:

- a. Course number and name
- b. Section number / meeting dates and times
- c. Instructor name
- d. Instructor email

3. Success Coach or Faculty Advisor information:

- a. Success Coach / Advisor name
- b. Success Coach / Advisor email

4. **What type of accommodation is being requested?**

Be specific. Examples may include: one-time absence (specify date!), weekly observances, due date extension, alternative assignment, or other accommodations.

- a. If this request is for **weekly accommodations** (for example, requesting excused absences every Friday for jummah prayers, etc.) or other substantial changes to the course requirements, please also confirm the following:

- i. Is this course required for graduation? ☐ Yes ☐ No
- ii. Are there other sections of this course available? ☐ Yes ☐ No
- iii. If so, is there currently any availability to register for alternative sections, or are they full? ☐ Yes, available
☐ No, all are filled

5. **Please briefly articulate why the accommodation is being requested or how the requested accommodation aligns with your religious or faith-based needs.**

6. **Please outline any of your own ideas for how to meet the learning objectives for the course through your requested accommodation.** These are simply initial suggestions; you and your instructor will be able to talk about options and create reasonable and acceptable accommodation(s) together.

(Be specific. For example: for an absence, how might you show engagement with the assigned material for that date? For an alternative assignment, how might an alternative meet the learning objectives of the original assessment? Etc.)

7. **Please verify your understanding of next steps:**

I understand that if students are unable to secure a reasonable, required faith-based accommodation in their course, they may reach out to the appropriate faculty liaison (listed on the [Faith-Based Accommodations website](#)) for review and additional support.

☐ Yes ☐ No