# Request for Religious Accommodation or Extension to Complete Coursework

Note:

Do not use this form if you require an additional/subsequent extension to complete coursework beyond the first instructor-approved request for this course. Instead, you must submit a petition to the GSAC to formally request a further extension. The GSAC petition should be submitted to the FGPS by no later than the expiration date of the first approved extension. Refer to the Graduate Student Academic Appeals page for more information about how to submit an [appeal](https://students.wlu.ca/academics/graduate-and-postdoctoral-studies/academic-appeals.html).

If this is a request for Religious Accommodation, or a first request for an Extension to Complete Coursework in this specific course, proceed to Part 1.

# Part 1: Student Details

To be completed by the student.

Complete Part 1, print it, sign it and forward it to the instructor of the course for which you are requesting the extension.

First name:

Last name:

WLU ID:

WLU email:      @mylaurier.ca

Program (e.g. MSc Geography):

Course number (e.g. HI627A):

Section (e.g. 2):

Date by which you can complete the work (DDMMYYYY):         
  
Student’s signature:       Date:      

## Reason for Extension

Religious Accommodation (***Proceed to Part 2***)

Other

## Type or attach a brief explanation of the reason(s) for this request in the space immediately below. Attach supporting documentation where you feel it will support your case (e.g, a letter from an employer, counsellor, etc). If the request is based on medical grounds, attach an original, signed declaration from your attending physician verifying the information and containing the physician’s contact. Refer to the [Graduate Student Academic Appeals](https://students.wlu.ca/academics/graduate-and-postdoctoral-studies/academic-appeals.html) page for information on medical documentation and for the Supporting Medical Documentation Form. (*Proceed to Part 2*)

# Part 2: Instructor approval and due date

To be completed by the instructor.

Complete Part 2, sign it and forward it to the Graduate Coordinator of your Program/Department/Faculty.

**For Religious Accommodation**:

Do you approve this request: Yes  No

Enter date of deferred exam (in format DDMMYYYY):       and ***proceed directly to Part 3***.

**For Extension to Complete Coursework**:

Do you approve this request: Yes  No

Enter due date of remaining work, not to exceed one term (in format DDMMYYYY):

If a grade is not received in the Graduate Studies Office within 7 days after the final day of the extension, the Incomplete Grade will automatically convert to an “F”.

Student must be informed of the due date in writing (email) if instructor’s due date is different. Written communication of due date change must be attached to this form.

What elements of the course requirements are outstanding and what is the weight of each item (e.g. Reflective Essay #2, 20%):

Instructor’s name:       Instructor’s email:

Instructor’s signature:       Date:

# Part 3: Graduate Coordinator acknowledgment

To be completed by the graduate coordinator.

Graduate coordinator’s name:

Graduate coordinator’s signature:       Date:

\*This form must be submitted to the FGPS by the last day of the term in which the course was taken.

*Any individual program representative cannot approve this form at multiple levels; each form must have a one-up approval (e.g., instructor cannot also approve as Graduate Program Coordinator).*

# FGPS Notes

# Notice of Collection of Private Information

Wilfrid Laurier University collects personal information under the authority of the Wilfrid Laurier University Act. Personal information collected by any part of the University may be used or disclosed by other units in order to execute the various functions of the University and to administer the various relations between the University and its students, alumni, employees, clients, suppliers, partners, and others. If you have questions about the policy, visit the [Privacy and Access](https://www.wlu.ca/about/public-accountability/privacy/index.html) at Laurier page.