

STUDENT ACCOMODATION REQUEST FORM

For Professional Studies & Industry Training (ProSIT) Courses and Programs

This form is used to request reasonable academic accommodations for a course. Information will be kept confidential and shared only as necessary to support the student.

How To Request An Accommodation

1. Download and complete this form.
2. Submit the completed form using **one** of the following methods:
 - Click submit at the bottom of the form; or
 - Email the form to TIPS@camosun.ca; or
 - Print the form and dropping it off at the TIPS Office, located at:
Camosun Interurban Campus, Technologies Building (TEC) 169

If you have any questions or concerns, please email TIPS@camosun.ca or call 250-370-3822.

Student Information (all fields required unless noted)

Last Name		First Name	
X-Number*		Phone (Optional)	
Email			

**An X-Number is the ProSIT student ID. Note that C-Numbers are not the same. Create a ProSIT student account by visiting the Student Portal at prosit.camosun.ca and entering in your primary email or Camosun employee email.*

Course Information

Course Code	Course Name	Start Date

Accommodation Request

Type of accommodation requested (Check all that apply):

- | | | |
|-----------------------------------|---------------------------------|---|
| Extended time on exams or quizzes | Alternative exam format | Reduced-distraction testing environment |
| Flexible attendance | Assignment deadline flexibility | Other (please describe): |
| Note-taking support | Assistive technology | |

Description of Need

Please describe the accommodation(s) you are requesting and how they will support your learning:

Documentation (if applicable)

Do you have documentation supporting this request?

Yes

No

In progress

(Note: Documentation requirements vary by institution.)

Timing

When do you need this accommodation to begin?

Immediately

Specific date: _____

Submit Form

For Office Use Only

Date Received		Reviewed By		Decision	
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Notes: