



Supporting Students and Staff Observing Ramadan

If you are a **student** or **staff member** in need of religious accommodations during **Ramadan (February 17 – March 18, 2026)**, please feel free to use the relevant email templates below. Students should send their request directly to their course instructor, while staff should direct their request to their supervisor.

For Students: Academic Accommodation Request

Example 1: Request for Deadline Extension

Subject: Request for Academic Accommodation During Ramadan

Dear [Professor's Name],

I hope this email finds you well. I am writing to formally request an academic accommodation in **[Insert Course Title and Code]** during **Ramadan (February 17 – March 18, 2026)**. As per the Faculty Handbook (FHB), Section 3(c), 13.2.3: **Accommodation of Students on Religious Grounds**, I am informing you of this request in writing at my earliest notice, and no later than the second-last week of classes.

Due to fasting and late-night prayers, I may experience **fatigue and reduced concentration**, particularly in the late afternoon and evening. I would like to request an extension for my **[Assignment Name]** originally due on **[Original Due Date]**, and ask for an extended deadline until **[Proposed New Due Date]**.

Please let me know if this is possible or if we can discuss alternatives. Thank you for your consideration.

Best regards,

[Your Name]

[Your Student Number]

[Your Contact Information]

Example 2: Request for Alternative Exam Time

Subject: Request for Exam Accommodation During Ramadan

Dear [Professor's Name],

I hope you're doing well. I am reaching out to request an accommodation for my **[Course Name]** exam, scheduled for **[Exam Date and Time]**. As I will be observing Ramadan, I may experience **fatigue and dehydration**, which could impact my ability to perform at my best, particularly in the late afternoon and evening.

Would it be possible to reschedule my exam to an earlier time in the day or on an alternative date? I am happy to discuss possible options at your earliest convenience.

Thank you for your time and understanding.

Best regards,

[Your Name]

[Your Student Number]

[Your Contact Information]

Example 3: Request for Multiple Accommodations

Subject: Request for Academic Accommodations During Ramadan

Dear [Professor's Name],

I hope you're doing well. As I will be observing **Ramadan from February 17 – March 18, 2026**, I would like to request accommodations to help me manage my coursework effectively while fasting.

I would appreciate your consideration for the following accommodations:

1. **Flexible deadlines** for assignments due in the late afternoon or evening.
2. **Permission to step out of class briefly** to break my fast at sunset.
3. **An alternative exam time** for my **[Exam Name]** on **[Exam Date]**, as it coincides with Eid celebrations.

Please let me know if we can discuss these accommodations further or if there are alternatives you might suggest. Thank you for your time and support.

Best regards,

[Your Name]

[Your Student Number]

[Your Contact Information]

For Staff: Workplace Accommodation Request

Example 1: Request for Flexible Work Hours

Subject: Request for Workplace Accommodation During Ramadan

Dear [Supervisor's Name],

I hope you're doing well. I am reaching out to request a workplace accommodation during **Ramadan (February 17 – March 18, 2026)**. As I will be fasting from **6:30 AM to 8:30 PM**, I may experience **fatigue and reduced energy levels**, particularly in the afternoon and evening.

Would it be possible to adjust my work schedule to start earlier in the day and finish earlier? This adjustment would allow me to maintain productivity while managing my energy levels.

Please let me know if this can be accommodated or if we can discuss alternative arrangements.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]

Example 2: Request for Remote Work Option

Subject: Request for Remote Work During Ramadan

Dear [Supervisor's Name],

I hope you're doing well. As I will be observing **Ramadan from February 17 – March 18, 2026**, I would like to request the possibility of **working remotely on certain days** to better manage my energy levels while fasting.

Would it be possible to arrange **[X number of remote workdays] per week** during this time? I believe this adjustment will help me stay productive while ensuring my well-being.

I appreciate your consideration and am happy to discuss further. Thank you for your support.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]

Example 3: Request for Multiple Accommodations

Subject: Request for Workplace Accommodations During Ramadan

Dear [Supervisor's Name],

I hope you're doing well. As I will be observing **Ramadan from February 17 – March 18, 2026**, I would like to discuss some workplace accommodations to help me maintain my productivity and well-being during this period.

I would appreciate your consideration for the following accommodations:

1. **Flexible work hours** to allow me to start and finish earlier in the day.
2. **Short rest breaks in the afternoon** to help manage fatigue.
3. **Remote work options** on certain days, if possible.

Please let me know if we can discuss these options or any alternatives you may suggest. Thank you for your support and understanding.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]

Want to Learn More?

Visit the links below to learn more about **Ramadan** and how to accommodate **Islamic religious practices** in academic and workplace settings:

- [What is Ramadan? – Live Science](#)
- [An Employer's Guide to Islamic Religious Practices – National Council of Canadian Muslims](#)
- [Brock University on Academic Accommodation for Religious Obligations](#)

For additional support, please contact **Human Rights and Equity** at humanrights@brocku.ca.