

**GLENVILLE STATE COLLEGE REASONABLE RELIGIOUS ACCOMMODATION REQUEST FORM**

In accordance with federal and state laws and Glenville State College (College) policies, the College prohibits discrimination on the basis of religion. The College provides reasonable accommodations for members' sincerely held religious beliefs or practices unless doing so would impose an undue hardship on the College. A reasonable religious accommodation is any adjustment to the work and/or academic environment that will allow the individual to practice his/her religion. "Undue hardship" is a practice, procedure, or financial cost, which unreasonably interferes with business operations at the College.

**Part I to be completed by the person requesting a reasonable religious accommodation.**

1. Name: \_\_\_\_\_

2. Check one:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Staff Employee | <input type="checkbox"/> Academic Employee | <input type="checkbox"/> Student Employee |
| <input type="checkbox"/> Applicant      | <input type="checkbox"/> Other: _____      |   |

3. Complainant's Department (if employed at GSC): \_\_\_\_\_

4. Contact Information: Phone(s): \_\_\_\_\_ E-mail: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

**Please specify the religious belief/practice you have for which you are requesting accommodation.**

\_\_\_\_\_  
\_\_\_\_\_

**What reasonable accommodation are you requesting at this time? What are some accommodation options?** +  
\_\_\_\_\_

**Religious Tenets Documentation**

I verify that the above information is complete and accurate to the best of my knowledge and I understand that any intentional misrepresentation contained in this request may result in disciplinary action. I acknowledge that Glenville State College may ask me to document my religious practice or belief or consult religious scholars or leaders to confirm the appropriateness of the requested accommodation and that my instructor may consult with the Title IX/Equal Opportunity/Affirmative Action Coordinator prior to responding to my request.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Part II to be completed by the Coordinator.**

Did documentation come with the request?     \_\_\_\_\_ Yes                             \_\_\_\_\_ No

Is more documentation necessary?             \_\_\_\_\_ Yes                             \_\_\_\_\_ No

Reasonable accommodation:                     \_\_\_\_\_ Approved                     \_\_\_\_\_ Denied                     \_\_\_\_\_ Undue Hardship

Type of accommodation provided: \_\_\_\_\_

Date reasonable accommodation approved or denied: \_\_\_\_\_

Authorized person approving or denying the accommodation: \_\_\_\_\_

Date reasonable accommodation provided (if different from date approved): \_\_\_\_\_

Costs associated with the reasonable accommodation: \_\_\_\_\_

Names of sources of assistance consulted in trying to process these reasonable accommodations (Supervisor, Teacher, Legal or External): \_\_\_\_\_