

GLENVILLE STATE COLLEGE STUDENT REQUEST FOR REASONABLE RELIGIOUS ACCOMMODATION

Glennville State College is committed to creating an inclusive campus community that values and respects all its members and achieves educational excellence through diversity and nondiscrimination. This commitment to equal opportunity and diversity is evident in how we support our students, regardless of religious affiliation or non-affiliation, in accordance with state and federal laws and regulations. As part of this commitment, the college makes good faith efforts to accommodate a student's religious practice or belief, unless such accommodation would create undue hardship.

Accommodations for makeup assignments, presentations, homework, quizzes, or exams should be **arranged with the instructor** early in the semester and well in advance of the anticipated class absence and requested accommodation. To request an accommodation for a religious observance, submit this form to your instructor as the semester begins and **no later than two weeks prior** to the religious observance. Submit a separate form for each observance to each instructor for each course.

Student Information

Date Submitted: _____

Name of Student

Requesting

Accommodation: _____

Student Number: _____

Student Telephone Number: _____

Student E-mail Address: _____

Instructor's

Name: _____

Course Name and Number: _____

Department: _____

Request for Class Accommodation

What specific accommodation(s) do you request?

Please identify the religious practice, belief, observance and state how this accommodation will allow you to participate in your religious practice without affecting your ability to fulfill course requirements:

List the date(s) of requested accommodation(s) for this semester: _____

If you have requested this accommodation before, approximately when was the request made, to whom, and what was the outcome of the request? _____

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.

Student Signature: _____

Date: _____

FOR INSTRUCTOR USE ONLY

Date accommodation request received:

Date accommodation request discussed with student:

ACCOMMODATION APPROVAL

What specific accommodations will be provided?

State date(s) or duration for the accommodation:

Instructor Signature: _____

Date: _____

ACCOMMODATION DENIAL

Ultimate outcome and reason for denial, e.g., requested accommodation required significant difficulty, significant interference with the essential functions of the course, or insufficient or inadequate notice given to instructor (please be specific):

Instructor Signature: _____

Date: _____

APPEAL PROCEDURE

If, after discussion, there is no consensus on the accommodation, either party or both should seek the advice of the department/division chair. In those cases where a request for a religious accommodation is denied by the instructor, the student may file a complaint with the Title IX/Equal Opportunity/Affirmative Action Coordinator.

RETURN THE COMPLETED FORM TO THE STUDENT

Submit a copy to the department office and to the Title IX/Equal Opportunity/Affirmative Action Coordinator. Be sure to keep a copy of this form in your files.

Faculty Guidelines for Religious Accommodations for Students

I. Introduction

Glenville State College is committed to creating an inclusive campus community that values and respects all its members and achieves educational excellence through diversity and nondiscrimination. This commitment to equal opportunity and diversity is evident in how we support our students, regardless of religious affiliation or non-affiliation, in accordance with state and federal laws and regulations. As part of this commitment, the College makes good faith efforts to accommodate a student's religious practice or belief, unless such accommodation would create undue hardship.

II. Definitions

1. A "reasonable accommodation" is any change in an academic course or program of study with respect to the way tasks or responsibilities are customarily done that enables a student to observe his/her religious practice or belief without creating undue hardship.

2. A "religious practice or belief" is a practice or observance that includes moral or ethical beliefs as to what is right and wrong and that is sincerely held with the strength of traditional religious views.

3. "Undue hardship" occurs when granting a requested accommodation would require significant expense or difficulty for the College, or would result in the inability of the student to perform an essential function of his or her course/program of study. The determination of undue hardship is dependent on the facts of each individual situation.

III. Guidelines

The College provides reasonable accommodations for religious observances required by a student's religious practice or belief. Such reasonable accommodations must be requested in accordance with these procedures and include the opportunity for the student to make up any tests or other work missed due to an excused absence for a religious observance. An accommodation request imposes responsibilities and obligations on both the College and the student

requesting the accommodation. College faculty are required, as part of their responsibility to their students and the College, to adhere to these guidelines to ensure full and fair implementation of our equal opportunity and diversity policies by reasonably accommodating individual religious practices or beliefs. Regardless of any accommodation that may be granted, UMSL students are responsible for satisfying all academic objectives, requirements and prerequisites as determined by their instructor and the College.

Faculty members may verify dates by consulting published calendars of religious holidays and dates. Be aware that some observances begin the evening prior to the date listed.

Faculty may also consult with the Title IX/Equal Opportunity/Affirmative Action Coordinator prior to granting a request for accommodation.

IV. Procedure

1. Students who miss classes, examinations or other assignments because of a religious practice or belief must be provided with a reasonable alternative opportunity to complete such academic responsibilities. It is the obligation of students to provide faculty with reasonable notice of the dates of religious observances on which they will be absent by submitting a Request for Accommodations for Religious Observance Form to their instructor early in the semester and no later than two weeks prior to the need for the accommodation. A student who submits a late Request for Accommodations for Religious Observance Form must show good cause for the late submission, and the late submission itself may be taken into account in determining whether the student has a religious practice or belief requiring accommodation and whether granting the request would create undue hardship.

2. The instructor and the student should discuss what a reasonable accommodation should include in a given case. At a minimum, reasonable accommodations must provide that students who are absent on days of examinations or class assignments due to a religious observance have an opportunity to make up the work,

without penalty, unless granting the make-up opportunity would create undue hardship.

3. If the instructor and student agree upon a reasonable accommodation, the accommodation is then documented and implemented.

4. If there is no consensus on a reasonable accommodation, either party or both should seek the advice of the department or division chair. In those cases where a request for a religious accommodation is denied by the instructor, and there is no resolution through discussion with the unit chair, the student may file a complaint with the Title IX/Equal Opportunity/Affirmative Action Coordinator.

5. Excused absences from classes or examinations for religious observances will not be counted against any mandatory attendance requirements, but they do not relieve students from responsibility for any part of the course work required during the period of absence. The instructor may appropriately respond if the student fails to satisfactorily complete any alternative assignment or examination.