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:**
   ☐Staff Employee ☐Academic Employee ☐Student Employee
   ☐Applicant ☐Other:
3. **Complainant's Department *(if employed at GSC):*** _____
4. **Contact Information:** _____
   Phone(s): _____
   Email: _____
   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): _____

Please, turn in, email or fax to: Tegan McEntire, Director of Human Resources, Title IX/AA/EEO Co-Coordinator
Phone: 304-462-6193 Fax: 304-462-6198 Email: Tegan.McEntire@glenville.edu 200 High Street Glenville, WV 26351