

Student Religious Accommodations Form

(Page 1 of 2)

In compliance with state and federal laws, College students are eligible for reasonable accommodations, including a minimum of two excused absences each academic year, for religious practices or beliefs that are required by the student's faith. This form should be submitted to your instructor(s) no later than two weeks prior to the requested accommodation. A student who submits this form less than two weeks prior to the requested accommodation must show good cause for the late submission and the late submission itself may be taken into account in determining whether granting the request would create undue hardship. Approved absences from classes for religious observances do not relieve students from responsibility for any part of the coursework required during the period of absence. **Please submit one form per class.**

Student and Class Information

Student Name: _____ Student ID#: _____

Instructor Name: _____ Course (Prefix, Number, Section): _____

Request Information

A reasonable accommodation for a religious observance is any change in a course or program of study with respect to the way course/program responsibilities are customarily done that enables a student to observe their religious practice or belief without imposing undue hardship on the College. Please provide the following information (if necessary, attach additional sheets for any of the information requested below):

What specific class accommodation(s) do you request (e.g., excused absence, rescheduling of an exam, or other class requirement)?

Please list the dates of the requested accommodation within the academic semester.

Student Signature/Additional Documentation

In signing below, I attest that I hold a religious belief that necessitates this request. I verify that the above information is complete and accurate to the best of my knowledge, and I understand that any intentional misrepresentation is a violation of the Student Code of Conduct.

Student Signature: _____ Date: _____

Request for Accommodation for Religious Observance

(Page 2 of 2)

FOR INSTRUCTOR USE ONLY

Student Name: _____ Date of Student's Request: _____

Select one of the following two options:

Option 1: Accommodation Approved

What specific accommodation will be provided?

Approved dates or type of accommodation:

Instructor Signature: _____ Date: _____

Option 2: Accommodation Denied

Please specify the reason for the denial (e.g., requested accommodation requires significant expense or undue hardship on the College, Department, and/or Instructor, including a significant interference with the essential functions of the course/program of study):

Note: If there is no consensus on a reasonable accommodation, the student may request a meeting with the Instructor and Dean. For further appeal rights, consult Procedure 05.02.01.02 – Student Religious Accommodations.

Instructor Signature: _____ Date: _____

Instructors: Return the completed form to the student within three business days of the date the student submitted this form to you. Keep a copy in your or your department's files, as required by your department.