



Policy Title Accommodation for Religious Beliefs	Original Adoption Date 8/20/1981; 5/19/1993	Policy Number HR-162
Responsible College Division/Department Human Resources	Responsible College Manager Title Executive Director of Human Resources	
Policy Statement Students and employees with religious beliefs can request a reasonable accommodation with regards to examinations, academic work, or work requirements. The request must be in writing and submitted to the instructor or supervisor five school/work days prior to the date or dates of the anticipated conflict. The request will be kept confidential. If appropriate, the instructor/manager will provide a means of accommodation in a timely manner without any prejudicial effect.		
Reason for Policy In accordance with State and Federal law, the college will provide a policy to accommodate the religious beliefs of students and employees.		
Cross References and Legal Review Reviewed/Revised: 9/21/89; 11/16/89; 12/15/94; 6/17/96; 3/12/99; 3/29/05; 9/18/13; 4/10/15, 1/24/18 Wisconsin Statutes 38.04(16) CH 14 Equal Opportunity and Affirmative Action; Employee Progressive Discipline Policy		
Legal Counsel Review and Approval: Board Policy: III.A. General Executive Constraint, III.B. People Treatment		
Definitions		

See [Accommodation for Religious Beliefs Complaint Procedure](#)