



<p align="center"><b>Policy Title</b> Accommodation for Religious Beliefs</p>	<p align="center"><b>Original Adoption Date</b> 8/20/1981; 5/19/1993</p>	<p align="center"><b>Policy Number</b> HR-162</p>
<p align="center"><b>Responsible College Division/Department</b> Human Resources</p>	<p align="center"><b>Responsible College Manager Title</b> Vice President of Administration</p>	
<p align="center"><b>Policy Statement</b></p> <p>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.</p> <p>If appropriate, the instructor/manager will provide a means of accommodation in a timely manner without any prejudicial effect.</p>		
<p align="center"><b>Reason for Policy</b></p> <p>In accordance with State and Federal law, the college will provide a policy to accommodate the religious beliefs of students and employees.</p>		
<p align="center"><b>Cross References and Legal Review</b></p> <p>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</p> <p><b>Legal Counsel Review and Approval:</b>  <b>Board Policy: III.A. General Executive Constraint, III.B. People Treatment</b></p>		
<p align="center"><b>Definitions</b></p>		

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