



Request for Religious Accommodation/Exemption Form

Requesting Party: _____ Phone: _____ Email: _____

Employee: _____ Student: _____

Position: _____

Supervisor: _____ Supervisor Phone: _____ Email: _____

Department/Program: _____

Please respond to the following:

1. Please provide your reason for requesting an accommodation/exemption based on a sincerely held religious belief.
2. Describe how your sincerely held religious belief(s) limits your ability to perform the essential functions of your job or a university required function or activity.
3. Please use your job description or other information to identify how essential functions of your job or other university requirements are impacted by your sincerely held religious belief(s).
4. List and describe the accommodation(s) or exemption(s) you are proposing.
5. Explain how the proposed accommodation(s) or exemption(s) will enable you to perform the essential functions of your job or university required function or activity.
6. Please add any comments or information you believe may be helpful in consideration of your request.

Requesting Party's Signature: _____ Date: _____