



RELIGIOUS ACCOMMODATION REQUEST FORM

In accordance with federal and state laws and Auburn University policies, Auburn University provides reasonable accommodations for a person's sincerely held religious beliefs, practices, or observances unless the accommodations would impose an undue hardship on Auburn University. Reasonable accommodations are determined, identified, and implemented using an interactive process.

Auburn University is not required to provide an accommodation if it is not aware of the individual's need for accommodation.

A student should inform the requisite department chair or the Office of Affirmative Action/Equal Employment Opportunity (AA/EEO) of the need for a reasonable accommodation and complete this form as soon as possible.

An employee should inform the supervisor or the AA/EEO of the need for a reasonable accommodation and complete this form as soon as possible.

The completed form should be submitted to:

Office of Affirmative Action/Equal Employment Opportunity
317 James E. Foy Hall, Auburn University, AL 36849-5147
Phone: 334.844.4794 Fax: 334.844.4793
Email: eeo@auburn.edu

This form will not be placed in employment records, and the contents of this request will be shared only as necessary to consider the approval and/or implementation of an appropriate accommodation.

Part I
(Information pertaining to person requesting accommodation)

STUDENT

Name:

Banner ID:

Department/School/Program:

Phone Number:

E-mail Address:

EMPLOYEE

Name:

Banner ID:

Title/Position:

Department:

Phone Number:

E-mail Address:

Immediate Supervisor:

Supervisor's Phone Number:

Part II

Basis for Accommodation Request (You may attach additional sheets of paper to complete the following sections):

Please specify the sincerely held religious beliefs, practices, or observances you have for which you are requesting accommodation as well as when, where and how you have adhered to the belief, practice, or observance. You may be asked to provide supporting documentation*.

What policy, practice, or schedule do you desire to have modified? For employees, what aspect of your job do you request to be modified? For students or applicants, what aspects of admissions, class attendance, the scheduling of exams, or other academic requirements do you request to be modified?

What reasonable accommodations are you requesting?

What are some accommodation options?

Please state the date[s]/frequency of the requested accommodation (e.g., daily or weekly religious requirements, requirements during certain periods of the year).

If you have requested this religious accommodation before, please state approximately when the request was made, the name of the individual who responded to the request, and the outcome of the request.

*Examples of supporting information may include:

- A copy of written materials describing your sincerely held religious beliefs, practices, or observances.
- Written statement (s), affidavit (s) or other documents from an individual with knowledge that you adhere to your sincerely held religious beliefs, practices, or observances (e.g., religious leader (if applicable), fellow adherents (if applicable), family, friends, neighbors, managers or co-workers who may have observed your past adherence or discussed it with you).
- Any other information that you believe would be helpful in evaluating your request.

I acknowledge that I am requesting a reasonable accommodation based on my sincerely held religious beliefs, practices, or observances. I agree to fully cooperate with the AA/EEO in responding to my request, including providing documentation as requested. I understand that I may not be provided with the specific accommodation that I have requested. I verify that the information provided above is complete and accurate to the best of my knowledge.

Signature of person requesting accommodation

Date