Policy Number: **300.6**

Policy Title: **Religious Accommodation Policy**

Subject: **Section 300 – Student Affairs**

Responsible Office:

Date Adopted:

Date(s) Revised:

Date(s) Reviewed:

Approved by:

Sandra J. Bauman
Dean/CEO
Helena College University of Montana

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PURPOSE:

Helena College is committed to creating an inclusive environment that respects the religious beliefs and practices of all members of its community. In accordance with federal and state law, the College will provide reasonable accommodations for sincerely held religious beliefs, observances, and practices unless doing so would create an undue hardship.

POLICY STATEMENT:

Students may request religious accommodations related to academic responsibilities or participation in Helena College programs and services.

Student Religious Accommodation Requests

Students seeking religious accommodation should make such requests in a timely manner to Accessibility Services Coordinator and Advisor. Requests should include a description of the religious belief or practice and the specific accommodation being requested.

PROCESS:

Upon receiving a request, the appropriate office will engage in an interactive process with the student to determine what, if any, reasonable accommodation can be provided without imposing an undue hardship on the College operations.

CONFIDENTIALITY:

All requests will be handled with appropriate confidentiality and shared only with those responsible for reviewing and implementing the accommodation.

RETALIATION PROHIBITED:
The College prohibits retaliation against any individual for requesting religious accommodation or participating in an accommodation process.

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