

**POLICY TITLE:** Accommodation for Religious Beliefs

**DIVISION:** Talent & Culture / Student Services

**POLICY OWNER/POSITION TITLE:** Vice President of Talent & Culture and Dean of Student Development

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**POLICY:** Accommodation for Religious Beliefs

Northeast Wisconsin Technical College (“NWTC”) is committed to embracing the worth of every individual, creating a place for all people, and promoting the respectful environment necessary for intellectual and personal discovery.

In compliance with the Wisconsin Fair Employment Act, the Wisconsin Administrative Code, the Civil Rights Act of 1964, and Title IV, NWTC will make reasonable accommodation of a student’s religious beliefs.

**STUDENT RESPONSIBILITY:** A student may request reasonable accommodation from their instructor regarding tests/quizzes and other academic requirements. The student request must be in writing and submitted within a reasonable period prior to the date the accommodation is needed. Requests for accommodations after the date will not be honored.

**INSTRUCTOR RESPONSIBILITY:** Instructors will provide an alternative means by which a student can perform the make-up examination or other academic requirements in a timely manner without penalty. Should the student deem the accommodation unreasonable, the student should contact the Dean of the appropriate division.

**EMPLOYEE RESPONSIBILITY:** An employee seeking religious accommodation must submit a written request within a reasonable period prior to the date it is needed. Requests for accommodations after the date will not be honored. This written request should be sent to their immediate supervisor. The written request will include the type of conflict that exists, and the employee's suggested accommodation.

**SUPERVISOR RESPONSIBILITY:** The immediate supervisor will evaluate the request considering whether a work conflict exists due to a sincerely held religious belief or practice and whether reasonable accommodation is available. Depending on the type of conflict and suggested accommodation, the supervisor may confer with their leader or their Talent and Culture Strategic Partner.

The supervisor and employee will meet to discuss the request and decision on accommodation.

If the student or employee DISAGREE with the decision, they may file a complaint [HERE](#)

For more information view NWTC Nondiscrimination and Anti-Harassment Policy found on the HUB.

**Revision History**

Revision Number	Effective Date	Description
1	3/25/2016	Approved
2	2/1/2018	Revised
3	5/4/2021	Revised
4	2/28/2024	Revised <ul style="list-style-type: none"><li>• Update divisional ownership.</li><li>• Student Responsibilities:<ul style="list-style-type: none"><li>• Simplified student responsibilities</li><li>• Removed need to obtain documentation.</li><li>• Updated how to file a formal complaint. Students to use the Nondiscrimination and Anti-Harassment procedure and not the Student Academic Grievance procedure.</li></ul></li></ul>