



RELIGIOUS OR SINCERELY HELD BELIEF EXEMPTION REQUEST FORM

Please complete the following information:

Full Name:	Department:
CCM Email:	Ext. Number:
Date of Request:	Return to hrcovid@ccm.edu

County College of Morris (CCM) is committed to diversity and inclusiveness of members of the college community. If you have a religious or sincerely held belief which conflicts with CCM's COVID-19 vaccination requirement and wish to request an exemption from this requirement, please provide details regarding your request for exemption in the space provided below. You may also attach additional information or documentation about your religious or sincerely held belief. Please provide sufficient detail so that the nature of your belief and the rationale for your exemption request may be thoroughly considered.

Describe the Religious belief or Practice that necessitates this request for exemption:

In some cases, CCM will need to obtain documentation regarding your religious practice or belief. We may need to discuss the nature of your religious belief (s), practices and accommodation with you, your religion's spiritual leader (if applicable), or religious scholars to address your request for an exemption.

If requested, can you obtain documentation to support the need for an exemption based on your religious practice or sincerely held belief?

YES _____

NO _____

If NO, please explain why: _____

VERIFICATION and ACCURACY

I verify that the above information is complete and accurate to the best of my knowledge and I understand that any intentional misrepresentation in this request may result in disciplinary action. I also understand that my request for an exemption may not be granted if it is not reasonable or if it creates an undue hardship at County College of Morris. I understand I must provide weekly COVID-19 PCR tests to hrcovid@ccm.edu showing a negative result. This process will remain in effect until guidelines have been updated.

Signature: _____ Date: _____

Appeals:

In the event you would like to appeal the decision to deny your request for exemption from the COVID-19 vaccine requirement, please include the following in an email to the Title IX Coordinator.

1. Copy of your original religious or sincerely held belief exemption request.
2. Any communication that you received from CCM's Human Resources Office regarding your request (and denial).
3. Any new or clarifying information. NOTE: If you simply resubmit your original application (which was already denied) it is very likely that your appeal will also be denied. Without additional information, it will be unlikely that the appeal will result in a different conclusion.

**Please return this form no later than
September 24, 2021 to hrcovid@ccm.edu**