

University of Maryland Global Campus

Request for Religious Accommodation Form

**To be completed by Faculty, Staff, or Student 10 days prior to the date of requested action*

University of Maryland Global Campus is committed to ensuring that all individuals have equal access to programs, facilities, admission, and employment and that no person shall be excluded from participation in, be denied the benefit of, or otherwise be subjected to unlawful discrimination in this institution's programs and activities regardless of their religious beliefs. UMGC will reasonably accommodate a faculty and/or staff member's religious beliefs or practices, unless doing so would cause more than a minimal burden on the operations of the employer's business. Students shall not be penalized because of observances of their religious holidays.

If you are a current faculty, staff, or student and are requesting a religious accommodation pertaining to your education or employment, please complete this form and submit it to the Fair Practices & Compliance Unit at fairpractices@umgc.edu.

PERSONAL INFORMATION

Date: _____

Name: _____
First Name Middle Initial Last Name

Status (select one): Staff Faculty Student

Job Title/Department (if UMGC Staff/Faculty): _____
Title Department

Manager (if UMGC Staff/Faculty): _____ Phone Number: _____

Email: _____ Phone Number: _____

ACCOMMODATION INFORMATION

Note: A reasonable religious accommodation is a change in the work environment or change in the way a task and/or responsibility is performed that enables an employee to participate in his/her religious practice or belief without creating an undue hardship on University of Maryland Global Campus business. In order to consider your request for a religious accommodation, please provide the following information:

Please specify your religious practice, belief, or observance that is the basis for your request for accommodation.

Please specify the work/education requirement that conflicts with the religious belief, practice, or observance described above and explain the nature of the conflict.

Please specify what workplace accommodation you request: (For example, time to pray, leave work to attend a religious observance, wear religious attire to work, etc.):

Please state how this accommodation enables you to participate in your religious practice or belief without impacting your ability to meet the essential functions of your job:

What are some other accommodation options that might address your needs?

Please state the date(s) or frequency of the requested accommodation (For example: daily, weekly, specific dates):

If you have requested this religious accommodation before, please state when the request was made, and the outcome of the request:

Please Note: In some cases, University of Maryland Global Campus may need to obtain documentation or other authority regarding your religious practice or belief. We may need to discuss the nature of your religious beliefs, practices, and accommodation with your religion's spiritual leader (if applicable) or religious scholars to address your request for an accommodation. If requested, can you obtain documentation or other authority to support the need for an accommodation based on your religious/practice or belief? (select one) Yes No

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 contained in this request may result in disciplinary action.

I also understand that my request for an accommodation may not be granted if it is not reasonable or if it would impose an undue hardship on the University/employer.

Signature: _____ Date: _____

This request will be reviewed by the Fair Practices & Equal Opportunity Officer. Following a collaborative and interactive process involving: yourself, your immediate supervisor, chair, or unit director, and the Fair Practices staff, you will be notified, in writing, by the Fair Practices & Equal Opportunity Officer of the determination and, if granted, the details of the reasonable accommodation.