

# University of Maryland Global Campus

## Request for Religious Accommodation Form

\*To be completed by Faculty, Staff, or ~~Students~~ Faculty 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 [fairpractices@umgc.edu](mailto:fairpractices@umgc.edu)

### PERSONAL INFORMATION

Date: \_\_\_\_\_

Name: \_\_\_\_\_

	First Name	Middle Initial	Department
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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):