

SALISBURY UNIVERSITY
RELIGIOUS ACCOMMODATION POLICY

I. POLICY

The University's programs, services, employment shall be available to qualified students, faculty, and staff, regardless of their religious beliefs. Students, faculty, and staff shall not be penalized because of observances of their religious holidays.

II. PURPOSE

This policy and its procedures are intended to instruct students, faculty, and staff employees about how to request religious accommodations and how to grieve noncompliance with this policy or complain about religious discrimination. This policy and procedures are intended to comply with University System of Maryland Board of Regents III – 5.10 Policy Concerning the Scheduling of Academic Assignments on Dates of Religious Observance, state law, and federal law.

III. RULES AND PROCEDURES

- A. The Office of Human Resources (“HR”) is responsible for providing accommodations to employees.
 - a. Employees shall request religious accommodations from the Office of Human Resources **at least two weeks** prior to the date for which they need a religious accommodation.
 - b. The employees and HR shall work together to develop reasonable accommodations.
 - c. Employees who are not satisfied with the accommodations provided or who believe they are facing religious discrimination may file complaints with the Office of Institutional Equity in accordance with the [Salisbury University Policy Prohibiting Non-Sex-Based Discrimination](#).
- B. Individual instructors and professors are responsible for providing accommodations to students.
 - a. Students who request religious accommodations in accordance with this policy and its procedures shall receive accommodations, including excused absences, for observing faith-based or religious holidays or participating in organized religious activities.
 - b. Students shall be allowed reasonable alternative accommodations for missing examinations or other academic requirements due to excused absences if their sincerely held faith-based or religious beliefs affect their ability to take scheduled examinations or meet any other academic requirement.

- c. Students shall request religious accommodations from their professors and instructors **at least two weeks** prior to the academic requirement for which they need a religious accommodation.
- d. Students and faculty members shall work together to develop reasonable accommodations.
- e. Students who are not satisfied with the accommodations provided by faculty members or who believe they are facing discrimination based on their religions may file complaints with the Office of Institutional Equity in accordance with the [Salisbury University Policy Prohibiting Non-Sex-Based Discrimination](#).

IV. RESPONSIBLE DEPARTMENTS

- A. The Office of Human Resources is responsible for providing employment accommodations to employees.
- B. Faculty members are responsible for providing academic accommodations to students.
- C. The Office of Institutional Equity is responsible for handling reports of noncompliance with this policy in accordance with the [Salisbury University Policy Prohibiting Non-Sex-Based Discrimination](#).