



**OFFICE OF EQUITY
AND CIVIL RIGHTS**

REQUEST FOR FAITH-BASED OR RELIGIOUS ACCOMMODATION

The University of Maryland, Baltimore County (UMBC) is committed to creating an inclusive and welcoming campus environment and does not discriminate with respect to access to its educational programs and activities on the basis of a UMBC community member’s creed or religion. In accordance with the **UMBC Policy on Faith-Based and Religious Accommodations**, if you desire an accommodation due to your faith-based religious practices or beliefs, please provide the following information.

Please print the following information:

Name: _____ **Pronouns:** _____

Campus ID: _____ **Status:** ___ Faculty ___ Staff ___ Student

E-mail: _____ **Phone:** _____

Please explain the nature of your sincerely held faith-based or religious practice(s) or belief(s) at issue and the current University policy/practice/requirement that conflicts with such practice(s) or belief(s). (You may attach additional written pages or other supporting materials if needed.)

Please explain the specific accommodation(s) you are requesting that will allow you to comply with your sincerely held faith-based or religious practice(s) or belief(s).

How long do you anticipate the need for the accommodation(s) you are requesting? (Please provide an anticipated start and end date if the request is not for a permanent accommodation.)

Is there any additional, relevant information related to your request that you would like to provide?

Acknowledgments and Verifications

I acknowledge that, in some cases, the University will need to obtain additional information, documentation, or other authority regarding my sincerely held faith-based or religious practice(s) or belief(s). I understand that such additional information does not take any specific form and is determined on a case-by-case basis. If requested, I understand that I am to provide such additional information, documentation, or other authority to support my requested accommodation based on my sincerely held faith-based or religious practice(s) or belief(s) or provide a written explanation as to why I am unable to provide such information.

I understand that my request for an accommodation may not be granted if results in a fundamental alteration or creates a hardship for the University.

I verify that the above information I have provided is complete and accurate to the best of my knowledge, and I understand that any intentional misrepresentation or knowingly false information contained in this request may result in disciplinary action, up to and including suspension/dismissal/termination.

Signature: _____ Date: _____

Privacy of Information Provided: Requests for faith-based and religious accommodations and any documents provided will be kept private and shared only with those University employees who have a need to know.

Summary of Next Steps

1. Please return the completed form to the following:
 - Academic accommodations – Your course instructor
 - Non-academic accommodations for students (e.g., housing, dining, etc.) – Dean of Students
 - Employment accommodations – Your supervisor. If you are requesting leave as an accommodation, please also submit the completed form to the Department of Human Resources and Strategic Talent Management (HRSTM) at hريس@umbc.edu.
2. If a determination is not able to be made after reviewing the request because of inadequate information or, in rare cases, questions remain about the faith-based or religious nature or the sincerity of a particular practice or belief, the University may, request additional information. **Some examples of additional/supporting information may include:**
 - A letter from religious/spiritual leader, member, or person with personal knowledge from the religious organization attended by the requestor explaining the doctrine/beliefs that require an accommodation;
 - Literature from the religious organization or other writings and sources upon which the requestor has relied in formulating their religious beliefs that require an accommodation;
 - Copies of previous statements submitted to other employers, institutions of higher education, and/or school districts explaining the requestor's religious basis for an accommodation; and
 - Any documents or other information the requestor may be willing to provide that reflect their sincerely held religious beliefs that require an accommodation.
3. After review, you will be notified in writing of the decision regarding your requested faith-based or religious accommodation.