

Suggested Revisions Temporary Policy 08/25/23 appear in green. Notes related to suggested changes appear in maroon.

SALISBURY UNIVERSITY  
RELIGIOUS ACCOMMODATION POLICY  
I. POLICY

Employment shall be available to qualified students, faculty, and staff, regardless of their religious beliefs. Whenever reasonable accommodations may be made, students, faculty, and staff shall not be penalized because of religious observance.

A calendar identifying a variety of religious holidays is included with the [campus calendars](#). While useful, this calendar will not be inclusive of all possible holidays. The Office of the Registrar maintains this calendar.

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 proceed if reasonable accommodations are not provided. This policy and procedures are intended to comply with University System of Maryland Board of Regents III t 5.10 Policy Concerning the Scheduling of Academic Assignments on Dates of Religious Observance, state law, and federal law.

III. RULES AND PROCEDURES

A. Supervisors of employees are responsible for providing accommodations to employees with appropriate processing of the accommodations occurring through the ( ) ( , μ u v Z • } μ . OE • ~ ^ , Z \_ •

1. When feasible, employees shall request religious accommodations in writing, through their immediate supervisor, prior to the end of the academic semester preceding the date for which they need a religious accommodation. If this long-term notice is not feasible, employees must make a request for religious accommodations in writing, through their immediate supervisor, no less than two weeks prior to the date for which they need religious accommodations.
2. Faculty and their department chairs or program directors, with appropriate support from HR, shall work together to develop reasonable accommodations.

[Staff Employee Handbook](#) (note this link just goes to the handbook, not directly to Section II)

6. Employees 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-SexBased Discrimination](#).

B. Individual instructors and professors are responsible for providing accommodations to students. Faculty will, whenever feasible and reasonable, provide accommodations to students who request accommodations in accordance with this policy and its procedures. Students must request accommodations in advance of an event.

1. To ensure that accommodations may be made, students who plan to miss class for a religious holiday must inform their instructors as soon as possible prior to the last day of drop/add for the semester. A student who needs an opportunity to adjust their schedule should the accommodation alter the essential nature of the course or program or seem likely to impact student success in the course. Contacting a faculty member on the last day of drop/add will be too late to permit a reasonable discussion regarding the accommodation.

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7. Students 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. Supervisors, with appropriate support from the Office of Human Resources, are 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](#).