

## **Religious Accommodation Policy**

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### **Objective:**

Hagerstown Community College respects the sincerely held faith-based or religious beliefs and practices of all employees and students and will offer, on request, an accommodation for such observances when a reasonable accommodation is available that does not create an undue hardship or create a fundamental alteration to the educational program or activity.

### **Requesting a Religious Accommodation**

Employees may submit a request for a religious accommodation by completing a request form found on the [Human Resources webpage](#). The Executive Director of Human Resources receives the form once it is submitted and then contacts the employee to begin the interactive process to discuss the request.

Reasonable workplace accommodations for an employee are evaluated on a case-by-case basis based on the unique work schedule and duties of the employee and the nature of the request.

Students may submit a request for a religious academic accommodation by completing a request form found on the Student Services [Website](#). The Dean of Students receives the form once it is submitted and will reach out to the student, and faculty, if applicable, to begin the interactive process to discuss the request.

Reasonable academic accommodations for students may include excused absences and/or alternatives for missing an examination or other academic requirement if the student's sincerely held faith-based or religious belief or practice affects the student's ability to meet the requirement as scheduled. Other reasonable academic accommodations may include modifications to dress/uniform standards or providing alternative assignments provided it does not create an undue hardship or fundamental alteration to the educational program or activity.

All information will be treated confidentially and carefully considered. If the preferred accommodation cannot be provided, alternative accommodations may also be considered.

### **Timeline**

In order to have time to evaluate the request, an employee or student is required to submit the request at least 10 work/school days prior to the event /activity requiring the accommodation.

### **Required Space to Accommodate Faith-Based or Religious Practices**

A designated space will be provided on campus to accommodate faith-based or religious practices for students and employees.

## **Reporting Violations**

In addition to rights afforded under state and federal law, and through the student and employee grievance processes, a student or employee may report violations of this Policy to the Office of the President.

**Legal References**

Maryland Annotated Code, Education Article, §15-137

Title VII of the Civil Rights Act of 1964

29 CFR §1605 et seq.

Maryland Annotated Code, State Gov't Article, §20-606