

UMSL STUDENT REQUEST FOR ACCOMMODATIONS FOR RELIGIOUS OBSERVANCE

The University of Missouri-St. Louis is committed to creating an inclusive campus community that values and respects all its members and achieves educational excellence through diversity and nondiscrimination. This commitment to equal opportunity and diversity is evident in how we support our students, regardless of religious affiliation or non-affiliation, in accordance with state and federal laws and regulations. As part of this commitment, the University makes good faith efforts to accommodate a student's religious practice or belief, unless such accommodation would create undue hardship.

Accommodations for makeup assignments, presentations, homework, quizzes, or exams should be **arranged with the instructor** early in the semester and well in advance of the anticipated class absence and requested accommodation. To request an accommodation for a religious observance, submit this form to your instructor as the semester begins and **no later than two weeks prior** to the religious observance. Submit a separate form for each observance and for each course.

Student Information

Date Submitted: _____ Student Number: _____

Name of Student Requesting Accommodation: _____

Student Telephone Number: _____ Student E-mail Address: _____

Instructor's Name: _____

Course Name and Number: _____ Department: _____

Request for Class Accommodation

What specific accommodation(s) do you request? _____

Please identify the religious practice, belief, observance and state how this accommodation will allow you to participate in your religious practice without affecting your ability to fulfill course requirements: _____

List the date(s) of requested accommodation(s) for this semester: _____

If you have requested this accommodation before, approximately when was the request made, to whom, and what was the outcome of the request? _____

Religious Tenets Documentation

I verify that the above information is complete and accurate to the best of my knowledge and I understand that any intentional misrepresentation contained in this request may result in disciplinary action. I acknowledge that UMSL may ask me to document my religious practice or belief or consult religious scholars or leaders to confirm the appropriateness of the requested accommodation.

Student Signature: _____ Date: _____

Date accommodation request received: _____

Date accommodation request discussed with student: _____

ACCOMMODATION APPROVAL

What specific accommodations will be provided?

State date(s) or duration for the accommodation:

Instructor Signature: _____ Date: _____

ACCOMMODATION DENIAL

Ultimate outcome and reason for denial, e.g., requested accommodation required significant difficulty, significant interference with the essential functions of the course, or insufficient or inadequate notice given to instructor (please be specific):

Instructor Signature: _____ Date: _____

APPEAL PROCEDURE

If, after discussion, there is no consensus on the accommodation, either party or both should seek the advice of the department/division chair. In those cases where a request for a religious accommodation is denied by the instructor, the student may pursue a grievance using the procedures outlined in the Student Planner and approved by the Board of Curators. Where a timely request is made by the student, but denied by the instructor, the grievance process shall be expedited as much as reasonably possible to ensure that a student pursuing a religious accommodation is not unduly disadvantaged by the passage of time. Either the instructor or the student may also appeal the decision to the Office of Equal Opportunity and Diversity.

RETURN THE COMPLETED FORM TO THE STUDENT.

Submit a copy to the department office.

Be sure to keep a copy of this form in your files.

Faculty Guidelines for Religious Accommodations for Students

I. Introduction

The University of Missouri-St. Louis is committed to creating an inclusive campus community that values and respects all its members and achieves educational excellence through diversity and nondiscrimination. This commitment to equal opportunity and diversity is evident in how we support our students, regardless of religious affiliation or non-affiliation, in accordance with state and federal laws and regulations. As part of this commitment, the University makes good faith efforts to accommodate a student's religious practice or belief, unless such accommodation would create undue hardship.

II. Definitions

1. A "reasonable accommodation" is any change in an academic course or program of study with respect to the way tasks or responsibilities are customarily done that enables a student to observe his/her religious practice or belief without creating undue hardship.
2. A "religious practice or belief" is a practice or observance that includes moral or ethical beliefs as to what is right and wrong and that is sincerely held with the strength of traditional religious views.
3. "Undue hardship" occurs when granting a requested accommodation would require significant expense or difficulty for the University, or would result in the inability of the student to perform an essential function of his or her course/program of study. The determination of undue hardship is dependent on the facts of each individual situation.

III. Guidelines

UMSL provides reasonable accommodations for religious observances required by a student's religious practice or belief. Such reasonable accommodations must be requested in accordance with these procedures and include the opportunity for the student to make up any tests or other work missed due to an excused absence for a religious observance. An accommodation request imposes responsibilities and obligations on both the University and the student requesting the accommodation. UMSL faculty are required, as part of their responsibility to their students and the University, to adhere to these guidelines to ensure full and fair implementation of our equal opportunity and diversity policies by reasonably accommodating individual religious practices or beliefs. Regardless of any accommodation that may be granted, UMSL students are responsible for satisfying all academic objectives, requirements and prerequisites as determined by their instructor and the University.

Faculty members may verify dates by consulting published calendars of religious holidays and dates. Be aware that some observances begin the evening prior to the date listed. One reliable resource is: <http://www.washington.edu/students/reg/religcal.html#efs11>

IV. Procedure

1. Students who miss classes, examinations or other assignments because of a religious practice or belief must be provided with a reasonable alternative opportunity to complete such academic responsibilities. It is the obligation of students to provide faculty with reasonable notice of the dates of religious observances on which they will be absent by submitting a Request for

Accommodations for Religious Observance Form to their instructor early in the semester and no later than two weeks prior to the need for the accommodation. A student who submits a late Request for Accommodations for Religious Observance Form must show good cause for the late submission, and the late submission itself may be taken into account in determining whether the student has a religious practice or belief requiring accommodation and whether granting the request would create undue hardship.

2. The instructor and the student should discuss what a reasonable accommodation should include in a given case. At a minimum, reasonable accommodations must provide that students who are absent on days of examinations or class assignments due to a religious observance have an opportunity to make up the work, without penalty, unless granting the make-up opportunity would create undue hardship.
3. If the instructor and student agree upon a reasonable accommodation, the accommodation is then documented and implemented.
4. If there is no consensus on a reasonable accommodation, either party or both should seek the advice of the department or division chair. In those cases where a request for a religious accommodation is denied by the instructor, and there is no resolution through discussion with the unit chair, the student may pursue a grievance. Where a timely request is made by the student but denied by the instructor, the grievance process shall be expedited as much as reasonably possible to ensure that a student pursuing a religious accommodation is not unduly disadvantaged by the passage of time.
5. Excused absences from classes or examinations for religious observances will not be counted against any mandatory attendance requirements, but they do not relieve students from responsibility for any part of the course work required during the period of absence. The instructor may appropriately respond if the student fails to satisfactorily complete any alternative assignment or examination.

V. Compliance

Failure to comply with these Guidelines may be a violation of University of Missouri policy.

390.010 Discrimination Grievance Procedure for Students

A. 1. "It is the policy of the University of Missouri to provide equal opportunity for all enrolled students and applicants for admission to the University on the basis of merit without discrimination on the basis of their race, color, religion, sex, sexual orientation, national origin, age or disability, or Vietnam era veteran status."

http://www.umsystem.edu/ums/rules/collected_rules/grievance/ch390/grievance_390.010