

B. Examination & Religious Observations

1. It shall be the policy of California State University, Northridge, in administering any tests or examinations, to permit any student who is eligible to undergo the test or examination to do so, without penalty, at a time when that activity would not violate the student's religious creed. This requirement shall not apply in the event that administering the test or examination at an alternate time would impose an undue hardship which could not reasonably have been avoided. The burden of proof is on the institution to sustain the issue of undue hardship.

2. The implementation of this policy will be announced in the UIB at the beginning of the academic year.

3. Announcements may be offered for inclusion in the UIB by individual faculty or staff or by chartered organizations of the University. Such announcements will reflect University policy regarding faculty or student activity on a particular holiday.

A. Items must be printed in the UIB issue at least one week preceding the date(s) of the holiday(s). Information to be printed in any issue must be submitted Tuesday noon of the preceding week.

B. The following standard wording will be used: The (name of holiday) will fall on (day, date). On such days students may want to be absent. Faculty is encouraged to make alternate arrangements for the completion of course work.

With respect to examinations scheduled for that day, a statute effective on January 1, 1986, requires all public postsecondary educational institutions to permit students to take examinations when that activity would not violate their religious creed. Faculty is thus advised that they are required by law in these cases to make a reasonable accommodation for students in this regard.

Memorandum

Date: August 22, 2003

FA-2003-17

To: Department Chairs

From: Linda Bain

Interim Provost and Vice President for Academic Affairs

Subject: Policy on Examinations and Religious Observations

I would like to request that you remind faculty members in your department of the University's policy on examinations and accommodating students' religious observations. It is our campus policy that "in administering any test or examination, we will permit any student who is eligible to undergo the test or examination to do so, without penalty, at a time when the activity would not violate the student's religious creed."

The policy requires that faculty provide accommodation to students when an examination conflicts with a religious observation. In addition, I hope that faculty will be sensitive to this matter and refrain from scheduling examinations on days that would likely affect many students in their religious observations. If a faculty member needs assistance in evaluating the request of a student for the re-scheduling of an examination for purposes of religious observation, the faculty member can contact the Office of Faculty Affairs at Ext. 2962 for assistance.

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cc: Vice Provost Philip Handler Vice President Terry Piper Vice President Mohammad Qayoumi Associate Vice President Richard Tyler College Deans Steve Montgomery