

May 16, 1986

Religious Practice,
Accommodation toTO: DEANS
DEPARTMENT AND PROGRAM CHAIRSFROM: Rosemary S. J. Schraen
Executive Vice Chancellor

Each campus was asked by the Office of the President of the University to develop a policy and procedure for accommodation of the religious practices of students in the scheduling of examinations and classes or course-related events. The policy and procedure below were developed following consultation and are effective Fall Quarter 1986.

Please assure that your faculty and other instructional staff are aware of the policy and procedure.

POLICY

It is the policy of the University of California, Riverside, that any student be permitted to undergo a test or examination or other course-related event at a time when that activity would not violate the student's religious creed. This requirement shall not apply in the event using an alternate time would impose an undue hardship on UCR, which could not reasonably be avoided.

IMPLEMENTING PROCEDURE

- 1) A student who wishes to make alternative arrangements for a scheduled test or examination or other course-related event that would violate the student's religious creed is required to submit the request to the instructor in writing at least 15 working days in advance of the scheduled test or examination or other course-related event. The request should include suggestions for alternative arrangements.
- 10 5 2) The instructor is required to respond in writing to the student's request within five working days.
- 5 5 3) If the student is unsatisfied with the instructor's response, the student may submit the request and the instructor's response to the chair of the department, who will issue a judgment to the student in writing within five working days, with a copy to the instructor.
- 0 5 4) If the student is unsatisfied with the judgment of the chair of the department, the student may submit the request, the instructor's response, and the chair's response to the dean of the college (for undergraduate courses) or to the Dean of the Graduate Division (for graduate courses), who will issue a final ruling within five working days to the student, to the instructor, and to the department chair.
- 5) If the instructor in the course is a dean, the student may submit the request and the instructor's response to the Executive Vice Chancellor, who will issue a final ruling within five working days to the student and to the instructor.

↓
5 days after the fact

STATEMENT TO BE PLACED IN THE CATALOG AND SCHEDULE AND DIRECTORY REGARDING
ACCOMMODATION OF RELIGIOUS PRACTICES OF STUDENTS IN THE SCHEDULING OF
EXAMINATIONS AND CLASSES OR COURSE-RELATED EVENTS

It is the policy of the University of California, Riverside, that any student be permitted to undergo a test or examination or other course-related event at a time when that activity would not violate the student's religious creed. This requirement shall not apply in the event that using an alternate time would impose an undue hardship on UCR, which could not reasonably be avoided.

A student who wishes to make alternative arrangements for a scheduled test or examination or other course-related event that would violate the student's religious creed is required to submit the request to the instructor in writing at least 15 days in advance of the scheduled test or examination or other course-related event. The request should include suggestions for alternative arrangements. For further information contact your college office or the Graduate Division Office.