

Religious Academic Accommodations

How to make and request reasonable academic accommodations for religious beliefs and practices

Students are entitled to reasonable alternative accommodations for their sincerely held religious beliefs and practices. **Note:** These accommodations are intended to allow for specific religious observances and practices.

Examples of religious accommodations can include but are not limited to, rescheduling an exam, altering the time of a student's presentation, allowing make-up assignments to substitute for missed class work, or flexibility in due dates or research responsibilities. [Learn more here.](#)

Student Checklist

- ☐ Identify needs related to religious practices and observances.
 - ☐ Alternate exam time or make-up
 - ☐ Absence (allowed up to three per semester)
- ☐ Communicate the requested accommodations in writing (e.g., email, carmen, etc.) within 14 days of the start of the course.
 - ☐ Include the basic nature of the observance (e.g., Ramadan, Yom Kippur, Diwali, Lunar New Year, Good Friday)
 - ☐ Specific dates of absence or exams to be rescheduled.
 - ☐ Any additional detail or context needed to effectuate the request (e.g., inability to focus due to fasting, need to leave class early for a religious service/observation)
- ☐ For questions or disputes related to these accommodations, contact your course instructor then the department or college office.
- ☐ If you believe your request was inappropriately denied and/or you have experienced harassment or discrimination [submit a report](#) to the [Civil Rights Compliance Office](#).

Instructor Checklist

- ☐ Review each request for feasibility.
 - ☐ Consult your tenure initiating unit head for assistance.
- ☐ Upon receipt of a request, remember that you may not question the sincerity of the student's religious or spiritual belief system.
- ☐ Absence requests:
 - ☐ Students get three (3) absences
 - ☐ Cannot be penalized (e.g., in addition to instructor absence policy)
 - ☐ Students must be allowed to make up presentations, exams, and assignments.
- ☐ Alternate exam times (e.g., Ramadan)
 - ☐ Identify whether you can be available to proctor the exam at the necessary time.
- ☐ Resources for assistance with proctoring:
 - ☐ **Proctoring Options:** There are several options for proctored exams. [Click here](#) to learn more.
 - ☐ **Remote Proctoring:** Proctorio can be used through Carmen to administer an exam. [Click here](#) to learn more.

NOTE: Although students are required to provide notice within the first 14 days after a course begins, instructors are strongly encouraged to work with the student to provide reasonable accommodation if a request is made outside the notice period. A student may not be penalized for an absence approved under this policy.

