

UC Davis Policy and Procedure Manual

Chapter 210, Instruction

Section 50, Religious Accommodation

Date: 8/22/17

Supersedes: New

Responsible Department: Student Affairs and Campus Diversity

Source Document: California Education Code 92640, Accommodation of Religious Creed

I. Purpose

This section provides the requirements and procedures needed to comply with the [California Education Code 92640, Accommodation of Religious Creed](#) for granting schedule changes for examinations to students requesting accommodation for religious creed.

II. Policy

- A. The University accommodates requests for alternate examination dates, without penalty, at a time when the activity would not violate a student's religious creed.
- B. Instructors must accommodate students' requests for alternate examination dates for religious creed when accommodation does not impose an undue hardship that cannot reasonably be avoided.

III. Roles and Responsibilities

A. Students

1. Request, in writing, the rescheduling of an examination as soon as possible after learning of the conflict.

Requests should generally be made no later than two weeks after the start of the term.
2. Work in good faith directly with the instructor to find a mutually agreeable resolution to the scheduling conflict.

B. Instructors

1. Attempt to schedule examinations to avoid conflicts with religious creed (see <https://www.ucdavis.edu/calendar/diversity-inclusion/multicultural-calendar>).
2. Should provide a syllabus for the course that specifies exam dates.
3. Consider all requests for the rescheduling of examinations for religious creed.
4. Work in good faith directly with the student to find a mutually agreeable resolution to the scheduling conflict.
5. If a resolution cannot be found, document the reason for rejecting any request, describing the nature of the undue hardship the request would impose and the reason the hardship cannot be avoided.

C. Department heads

1. Ensure all instructors are aware of their responsibilities to accommodate students based on their religious creed.
2. Provide appropriate support or resources (e.g., alternative test locations, proctors) to accommodate requests.

D. Deans provide support to departments in providing accommodations to students.

IV. Further Information

- A. Additional information is available from [Student Affairs and Campus Diversity](#), 530-752-2416.
- B. Complaints regarding the violation of this policy can be submitted to the Harassment and Discrimination Assistance and Prevention Program, <http://hdapp.ucdavis.edu>.

V. References and Related Policies

- A. [California Education Code 92640, Accommodation of Religious Creed.](#)
- B. [UC Policy Addressing Religious Holiday Conflicts with Residence Hall "Move-In" Days.](#)
- C. [UC Davis Policy and Procedure Manual Section 200-05, Academic and Administrative Calendar.](#)