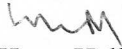


**Date:** January 7, 2013

**To:** Department Chairs

**From:**   
Harry Hellenbrand  
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.

HH:ic

cc: Vice President William Watkins  
Vice President Tom McCarron  
Associate Vice President Jill Smith  
Associate Vice President Elizabeth Adams  
Interim Associate Vice President Helena Noronha  
College Deans  
Shanté Morgan - @csun.edu

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