I. Policy Statement
In compliance with Washington State law (RCW 28.10.039), it is the policy of Gonzaga University to reasonably accommodate students who, due to the observance of religious holidays, expect to be absent or endure a significant hardship during certain days of their academic course or program.

Gonzaga University prohibits discrimination, harassment and retaliation on the basis of religion. [https://www.gonzaga.edu/about/offices-services/human-resources/equity-inclusion/title-ix/harassment-discrimination-policy](https://www.gonzaga.edu/about/offices-services/human-resources/equity-inclusion/title-ix/harassment-discrimination-policy)

II. Purpose
The purpose of this policy is to set forth the University’s process for responding to requests from students for religious accommodations. This policy is in keeping with the University’s Policy on Non-Discrimination and Commitment to Human Diversity with the goal of promoting a welcoming and inclusive environment and supporting students regardless of religious affiliation or non-affiliation, in accordance with state law.

III. Definitions
The following definitions apply to the terms in this policy:

- **Reasonably accommodate** means coordinating with the student on scheduling examinations or other activities necessary for completion of the program and includes rescheduling examinations or activities or offering different times for examinations or activities without creating an undue hardship on the University or resulting in a fundamental alteration to the nature or operation of the academic program or course.

- **Religious holidays** means holidays for reasons of faith or conscience or for organized activities conducted under the auspices of a religious denomination, church, or religious organization.

- **Undue Hardship or Fundamental Alteration** means that implementing a requested accommodation would be excessively costly, extensive, substantial or disruptive; or result in the fundamental alteration of the nature or operation of the academic program or course. In determining whether a requested accommodation poses an undue hardship or fundamental alteration, the assessment may include, but is not limited to, evaluating the impact on the overall resources, standards or structure of the course and/or program. Before concluding that a particular accommodation would impose an undue hardship or a fundamental alteration, the University will consider alternative accommodations.

IV. Procedures for Students Requesting a Religious Accommodation
a. A student seeking accommodations under this policy must provide a written request to the student’s faculty member: (i) within fourteen (14) calendar days from the first day of
classes of the academic semester in which the student is requesting accommodations; and (ii) identifying the specific dates the student requests accommodations.

If a student is requesting religious accommodations for multiple classes, the student must submit a written request to each of their faculty members.

V. Procedures for Faculty Responding to Student Requests

The faculty member will evaluate and respond to all requests to reasonably accommodate a student and may require the student to provide additional information about the request. The faculty member may consult with the Associate Provost & Chief Diversity Officer or other appropriate University officials in evaluating the student’s accommodation request. The faculty member may deny an accommodation request if it results in the fundamental alteration of the nature or operation of the academic program or course or creates an undue hardship. The faculty member will provide the student with a written decision regarding the accommodation request within five (5) calendar days.

VI. Appeals Procedures

a. A student may appeal a decision made by the faculty member under this policy by submitting the appeal in writing to the Dean of the respective school or college of the class the student is seeking accommodations no later than five (5) calendar days after the faculty member’s decision on the requested accommodation. The decision of the Dean or the Dean’s designee will be final.

VII. Notice of the Policy

a. The policy is available at: https://www.gonzaga.edu/academics/academic-calendar-resources/registrars-office/policies-procedures/academic-policies-procedures

b. All faculty are required to notify students of this policy by including a copy of the policy or a link to the policy in their course syllabi.

VIII. Questions Regarding the Policy

a. Questions about the interpretation or application of the Policy on Religious Accommodations for Students should be raised with the Office of Diversity, Equity and Inclusion (DEI); contact Associate Provost & Chief Diversity Officer for assistance.

IX. Policy Implementation and Modification

a. This policy may be modified with the approval of the Provost to reflect changes in law or University processes, or as otherwise necessary.

July 28, 2019