### Policy Title:

Accommodation of Religious Faith, Belief and Spiritual, and/or Religious Holidays & Observances Accommodations

### Policy ID # 1-1001-017

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### Category:

1. Academic Affairs/Faculty

### Policy Owner:

Provost/Executive Vice President
Vice President for Student Affairs
University President

### Contact(s):

Provost/Executive Vice President
Web: [http://provost.colostate.edu/](http://provost.colostate.edu/)
Phone: (970) 491-6614

Vice President for Student Affairs
Web: [https://studentaffairs.colostate.edu](https://studentaffairs.colostate.edu)
Email: vpsa@colostate.edu
Phone: (970) 491-5312

Also Contact:
Office of Equal Opportunity
Web: [http://oeo.colostate.edu/](http://oeo.colostate.edu/)
Email: oeo@colostate.edu
Phone: (970) 491-5836

### POLICY OWNERS

This policy is jointly owned by the Office of the Provost/Executive Vice President, the Office of the Vice President for Student Affairs, and the University President.

### PURPOSE OF THIS POLICY
Colorado State University respects the faiths and beliefs of all members of the community and seeks to maintain an environment that is supportive and nurturing of religious faith, belief, and spiritual, and/or religious practices.

The purpose of this policy is to establish practices for accommodating students when religious faith, belief, and spiritual, and/or religious religious holidays and observances may conflict with scheduled academic events such as classes, labs, and examinations, and for accommodating employees when observances may conflict with work obligations.

APPLICATION OF THIS POLICY

This policy applies to all students in attendance at CSU and to all CSU employees.

EXEMPTIONS FROM THIS POLICY

None.

DEFINITIONS USED IN THIS POLICY

Religious Holiday or Religious Faith, Belief, and Spiritual, and/or Religious Observance: An event that, according to an established faith or belief system, encourages requires the observer to avoid work or learning activities for a specific or period.

Belief: A conviction or acceptance that something is true or exists in accordance with a sincerely held religious belief. It’s a personal or shared idea about life, the universe, morality, or the divine that people hold to be true. A belief guides what people do in their religion, like how they worship, celebrate, and follow rules that their religion teaches.

POLICY STATEMENT

Our institution recognizes and respects the diversity of religious faiths, beliefs and spiritual, and religious practices among our students and employees. We are committed to fostering an environment that upholds the values of inclusivity, respect, and understanding. This policy outlines our approach to accommodating religious faith, belief and spiritual/belief observances and practices within the academic and campus community.
The University has an obligation to do its utmost to accommodate students of all faiths and beliefs; the practice of a person's religion is constitutionally protected. We recognize that, in order to observe their faith or belief, some students must be absent from classes, miss a portion of one more more classes, or miss scheduled exams from time to time. It is important that students not be penalized for participation in faith, belief, spiritual and/or religious holidays and observances. Therefore, students should be allowed to make up missed work and seek alternative exam times or formats due to such absences, when doing so will not create an unreasonable burden on the instructor or the institution or result in any unfairness to others.

POLICY PROVISIONS

Accommodations for Students

1. Accommodations will be granted for religious faith, belief and spirituality, and/or religious-based holidays or observances when reasonable. Some key principles in determining the reasonableness of the request include:
   a. whether the request is limited or can be flexible enough that it will not result in substantial modifications to academic standards; modification or adjustment of requirements essential to any program of instruction, program or activity, or essential to any directly related licensing requirement; or modifications or adjustments that result in undue hardship compromise the academic integrity of the course and/or program, 2) how equitable the accommodation will be with respect to requirements other students are held to, and
   b. whether the accommodation can be flexible enough that it will not lead to the student missing a significant part of the regularly-scheduled course activities for the semester.

c. Students also have responsibilities. Some of these include 1) in cases where the observance religious obligation is a scheduled one, students have the responsibility, as much as possible, to notify the instructor at the beginning of the course,
   d. 2) for observance religious obligations that cannot be known in advance, students have the responsibility to notify the instructor as soon as practicable,
   b. e. 3) in cases where the observance religious obligation is a recurring one, students have the responsibility, as much as possible, to sign up for courses that do not conflict with predictable and recurring observances, etc. See (attachment) for guidance.
2. In most cases, students should be given the opportunity to complete the work in question in another way, and/or on a different day, and/or or at a different time and/or may, or to arrive late or leave class be late to class or have to leave early on numerous course days. It is imperative that the student follows up with their instructor(s), once the accommodation has been reviewed/approved, to discuss when and how missed work will be completed.

3. There are limits to what is reasonable. For instance, most people would find it "unreasonable" to miss one day of class or lab every week of the semester. In such cases the course should be taken at another time and/or semester to avoid these types of conflicts. Another example of what most people would find unreasonable is the potential to miss two entire, simultaneous weeks of classes.

4. Please be aware of major religious faith, belief and, spiritual and/or religious observances holidays when planning events and exams. CSU maintains a calendar of many of these observances holidays for your reference, although it is not an exhaustive list.

Accommodations for Employees

1. Colorado State University employees may request a religious faith, belief or, spiritual and/or religious accommodation by either notifying their supervisor or contacting the Office of Equal Opportunity (OEO) at (970) 491-5836.

2. A reasonable faith, belief, spiritual and/or religious accommodation is any adjustment to the work environment or duties that will allow an employee to participate in the observance, practice their religious tradition and does not constitute an undue hardship. Breaks, flexible scheduling, voluntary substitutions or swaps, and lateral transfers are examples of such accommodations, depending on the nature of the employee’s duties. Requests will be considered on a case-by-case basis to determine whether undue hardship would result from the accommodation.

3. Accommodations should not result in undue hardship such as extraordinary administrative costs, infringement of other employees’ job rights or benefits, or impairment of workplace safety.

COMPLIANCE WITH THIS POLICY

Compliance with this policy is required. For assistance with interpretation or application of this policy, contact the Office of the Provost Vice President for Student Affairs, or the Office of Equal Opportunity, or the Office of the Provost/Executive Vice President.

REFERENCES

Human Resources--Time Off for Religious Occasions
Office of Equal Opportunity--Religious Accommodation for Students and Employees
CSU Calendar: Faith, Belief and Religious Observances
FORMS AND TOOLS

Faith, Belief, Spiritual and/or Religious Accommodation Request Form

Religious Observance Accommodation Request Form

Faith, Belief, Spiritual and/or Religious Observance Accommodation Guidelines

APPROVALS

Original Effective Date October 6, 1992
Revised June 3, 2014

Revision approved by Lynn Johnson, Vice President for University Operations, on August 6, 2020

Revision approved by Brendan Hanlon, Vice President for University Operations, on ________________: