



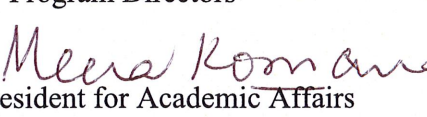
CALIFORNIA  
STATE UNIVERSITY  
NORTHRIDGE

## Memorandum

Office of the Provost and  
Vice President for Academic Affairs

**Date:** August 23, 2024

**To:** Department Chairs / Program Directors

**From:** Meera Komarraju   
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.

MK: am

cc: William Watkins, Vice President, Student Affairs  
Ken Luna, Chief of Operations to the Provost, Office of the Provost  
Colin Donahue, Vice President, Administration and Finance  
Kristina de la Vega, Associate Vice President, Human Resources  
Paul Lazarony, Associate Vice President, Undergrad Studies  
Christina von Mayrhauser, Interim Associate Vice President, Faculty Affairs  
Amy Levin, Associate Vice President, Graduate Studies  
College Deans