

CSULB's Student Religious Accommodation Policy & Procedure

1. Purpose

Per [CSU's Nondiscrimination Policy](#) (or superseding policy), CSULB is committed to an inclusive and respectful educational environment. In accordance with CSU's Nondiscrimination Policy, the University provides accommodations for students with sincerely held religious beliefs, observances, and practices.

2. Scope

CSULB's Student Religious Accommodation Policy & Procedure applies to all CSULB matriculated students enrolled in any academic, extracurricular, or university-sponsored program or activity at California State University, Long Beach.

3. Policy Statement for Student Religious Accommodations

The University will assess and provide approved accommodations for a student's religious practices or observances unless doing so would create an undue hardship on the operation of the institution. Additionally, the approved religious accommodation may not alter or change the academic course or programmatic requirements. The approved accommodation will align with university policies and procedures for safety, accreditation, as well as other state and federal compliance requirements.

4. Request Procedure

Students seeking religious accommodations should contact the Dean of Student Office as soon as they are made aware of an accommodation need:

1. Submit a written request to Student Affairs' Dean of Student Office as early as possible, ideally within the first two weeks of the term or as soon as the need for accommodation is known.
2. To help expedite service, please include:
 1. Student's full name, ID number, email, and phone number
 2. Description of the sincerely held religious belief or practice
 3. Specific accommodation(s) requested (include course # and program)
 4. Dates and duration of the requested accommodation
 5. Optional and Recommended: Any supporting letter or documentation from a religious leader or organization.

*The form link below quickly walks a student through the above requested information: [Religious Accommodation Request Form](#). The University may request additional information if necessary to evaluate the request.

5. Review and Approval

The Dean of Student Office assessment process includes:

1. Engage in an interactive process with the student to determine a reasonable accommodation.
2. Consult with relevant faculty, instructors, or relevant departments as appropriate to determine the academic and/or programmatic requirements.
3. Communicate the approved religious accommodation that meets the accommodations request as well as the academic or extracurricular requirements for the course or program.

If the Dean of Students approves religious accommodation(s), the approved accommodation will be communicated to appropriate University offices or employees. Faculty and staff are expected to honor the approved religious accommodation or contact the Dean of Students if they have questions. If the request is denied, the student will be informed of the reason and offered the opportunity to appeal. It is the Student's responsibility to follow up with the Dean of Students as soon as possible if there are questions or concerns regarding the implementation of the religious accommodation(s).

6. Appeal

Students may appeal a denied accommodation request in writing to the Dean of Students (or designee) within (10) business days of receiving the decision. The appeal should include:

1. The initial request and the response received.
2. An explanation of why the student believes the denial was in error
3. Please submit this request to the Deans of Students Office:

[Dean of Students](#)

Email: ReligiousAccommodations@csulb.edu

The Dean of Students will convene an Appeal Review Committee with members from the Office of Equity & Compliance and Student Affairs. Consultation with an appropriate academic or extracurricular office may occur, when appropriate. A final decision will be issued within thirty to forty (30-40) business days, depending on the amount of documentation, the committee member's availability, and the complexity of the request. Business days are defined as non-weekend or holiday where the campus is closed for business operations.

7. Non-Retaliation

Per [CSU's Nondiscrimination Policy](#) (or superseding policy), no student shall be subjected to adverse treatment, retaliation, or disciplinary action for requesting or receiving religious accommodation(s).

8. Relevant CSU Policy and University Resources

- [California State University's Nondiscrimination Policy](#)
- Student Religious Accommodations:

Dean of Students

Email: ReligiousAccommodations@csulb.edu

If you prefer to email utilizing a request form, [Religious Accommodation Request Form](#).