



STUDENT RELIGIOUS OBSERVANCE POLICY

I. **Policy Statement**

Respect for diversity is one of California Northstate University College of Medicine's core values, extending to all aspects of our community. CNUCOM strives to provide reasonable accommodations relating to religious beliefs and practices in response to a formal written student request.

II. **Purpose**

The purpose of the policy is to ensure that students from various religious faiths are afforded the opportunity to participate in the religious observances of that faith when reasonable accommodations of such requests are possible as outlined below, including religious holidays that are not official university holidays. Such accommodations cannot be guaranteed in circumstances where granting the request would create an undue burden on faculty, negatively affect the education of other students who are participating in the scheduled educational activity or jeopardize patient care or the ability of the student to fulfill necessary educational requirements for the profession.

III. **Scope/Coverage**

The policy applies to all enrolled students.

IV. **Procedure**

a. Request for Religious Observance

- i. The procedure for an excused absence for a religious observance is the same as for any anticipated absence from a mandatory session.
- ii. Students will use [Absence Request Form](#) to request absences from their Course/Clerkship Director and/or their Preceptor.
- iii. Students will discuss missed work with their Course/Clerkship Director and/or their Preceptor, and create a plan for any make up work. The Course/Clerkship Director and/or their Preceptor will then sign the Absence Request Form.

- iv. The Completed Absence Request Form will be submitted to the Office of Student Affairs.
 - 1. If the student is in Phase B (M3 or M4), the Absence Request Form will also be submitted to the relevant Clerkship Coordinator.
- v. Please refer to the Absence Request Form for additional instructions on how to report the absence, complete the form, and obtain the necessary signatures.
- vi. **Phase A (Years 1-2)**
 - 1. Students must notify their Course Director(s) during the first week of the semester, or at least 2 weeks before the holiday, whichever comes first, of their request to be absent from class on the day(s) of religious observance.
 - 2. Make up assignments: Students who are excused from class, specific work assignment, or other academic or educational activity for the purpose of observing a religious holiday will be responsible for the material covered in their absence and shall be permitted a reasonable amount of time to make up any missed work. Missed work shall be made up in accordance with a timetable set by the student's instructor or as prescribed by the Course Director(s) at the beginning of the academic term, including permission to make up examinations.
- vii. **Phases B and C (Years 3-4)**
 - 1. Students requesting an absence due to religious observances during any clerkship or clinical rotation shall notify their Clerkship Director and/or their Preceptor (if possible), and cc the Office of Student Affairs as early as possible, but not later than the first week of the semester in which the clinical clerkship or rotation begins.
 - 2. Make up assignments: Students who are excused from time during a clerkship/rotation for the purpose of observing a religious holiday will be responsible for making up the missed time. Missed work shall be made up in accordance with a timetable set by the student's Course Director and Preceptor. The plan for make-up work will be included in the Absence Request Form.

3. NOTE: Regardless of the reason for the absence (excused or unexcused), if a Phase B student exceeds the allowed absences in a clerkship/rotation, the clerkship/rotation must be repeated in its entirety.
 - a. See the [Attendance and Absence Policy](#) for details on the number of total absences permitted in a clerkship/rotation.
4. Requests for absence from clinical activities must also comply with the excused absence policy for each clerkship/clinical rotation.

Affiliated Forms
[Absence Request Form](#)

Approval record:
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APPROVED: FEC 3/12/21
APPROVED: CC 3/8/2
APPROVED: CC 10/13
REVIEWED: FEC, DEC 2/14/2025
APPROVED: OSA 2/19/2025

Review: Every three (3) years or more often if required.