

**GONZAGA UNIVERSITY**  
**STUDENT ACADEMIC RELIGIOUS HOLIDAY ACCOMMODATION REQUEST FORM**

Student Information	
Student's Name: _____	
E-mail Address: _____	Telephone Number: _____

Class Information
Course Title/Course Number/Course Section: _____
Faculty Member's Name/Department: _____
School/College: <input type="checkbox"/> A&S <input type="checkbox"/> SNHP <input type="checkbox"/> SLS <input type="checkbox"/> SEAS <input type="checkbox"/> SOE <input type="checkbox"/> SBA <input type="checkbox"/> Law

Requested Accommodation(s)
A. Religious Holiday/Activity Accommodation Request and Date(s) _____
B. Explain how the examination schedule or other academic activities conflict with the observance of your religious holidays. _____
C. Identify the accommodation(s) or modification(s) you are requesting that would eliminate the conflict. _____
Submit forms to <a href="mailto:reyes@gonzaga.edu">reyes@gonzaga.edu</a> or deliver to the Office of Diversity, Equity, and Inclusion 113 College Hall.

Verification	
I verify that my religious beliefs are sincerely held and that I am motivated by religious purpose to request this accommodation to observe my religious holidays. I understand that in determining whether to grant this request the University may inquire as to the sincerity of my beliefs as well as the purpose for my request. The University may also be limited in its ability to provide an accommodation that presents an undue hardship to the University or a fundamental alteration of the nature or operation of the academic program or course.	
_____ Date	_____ Student Signature

**GONZAGA UNIVERSITY**  
**STUDENT ACADEMIC RELIGIOUS HOLIDAY ACCOMMODATION REQUEST FORM**

For Department Use Only
<b>DECISION</b>
Request Approved: <div style="margin-left: 20px;"><input type="checkbox"/> Yes <input type="checkbox"/> No</div>
Identify accommodation(s) provided: <div style="border-bottom: 1px solid black; height: 15px; margin-top: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-top: 5px;"></div>
If denied, state the reason (e.g., fundamental alteration, undue hardship). <div style="border-bottom: 1px solid black; height: 15px; margin-top: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-top: 5px;"></div>

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature  
Associate Provost & Chief Diversity Officer

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

APPEAL PROCEDURE
A student may appeal the decision by submitting the appeal in writing to the Provost & Senior Vice-President at <a href="mailto:provostandseniorvp@gonzaga.edu">provostandseniorvp@gonzaga.edu</a> no later than five (5) calendar days after the date the student received the Associate Provost & Chief Diversity Officer's decision. The decision of the Provost & Senior Vice-President or their designee will be final.
<b>ADDITIONAL INFORMATION</b>
<ul style="list-style-type: none"><li>Gonzaga University Policy on Religious Accommodations for Students: <a href="https://www.gonzaga.edu/academics/academic-calendar-resources/registrars-office/policies-procedures/academic-policies-procedures">https://www.gonzaga.edu/academics/academic-calendar-resources/registrars-office/policies-procedures/academic-policies-procedures</a></li><li>Questions about the interpretation or application of the Policy on Religious Accommodations on Students should be raised with the Office of Diversity Equity and Inclusion (DEI). Please contact DEI at (509) 313-6550 or <a href="mailto:reyes@gonzaga.edu">reyes@gonzaga.edu</a></li></ul>