



OFFICE OF THE PROVOST AND EXECUTIVE VICE PRESIDENT –
ACADEMIC AND HEALTH AFFAIRS

OFFICE OF THE PRESIDENT
1111 Franklin Street
Oakland, California 94607-5200

July 10, 2008

CHANCELLORS

Guidelines on Exceptions to the Policy for Addressing Religious Holiday Conflicts with Residence Hall “Move-In” Days

Dear Colleagues:

Enclosed are the *Guidelines on Exceptions to the Policy for Addressing Religious Holiday Conflicts with Residence Hall “Move-In” Days*. These guidelines direct how the University will consider requests for exceptions to the policy that academic calendar dates after 2010 avoid fall residence hall move-in day conflicts with major religious holiday observances ([Policy for Addressing Religious Holiday Conflicts with Residence Hall “Move-In” Days](#)). Exceptions to the policy are to be made only if there are overriding academic or administrative considerations that would make such a calendar unworkable. The enclosed guidelines dictate what those considerations may be.

The guidelines were developed by a special task force chaired by Vice Provost for Educational Relations Joyce Justus and which included representatives from various University bodies responsible for developing campus calendars and implementing the religious holiday move-in policy, such as the Academic Council, Council of Registrars, Housing and Residential Life Directors, Office of General Counsel, and Student Affairs. In developing the guidelines, the task force also consulted with several campus interfaith groups with representation from a broad spectrum of religions.

The guidelines recognize that there may be rare instances in which there are significant overriding academic or administrative considerations that preclude the establishment of an academic calendar that would not create a conflict between observance of a major religious holiday and fall residence hall move-in dates. Under the guidelines, and in accordance with existing University policy on campus calendar approval ([SOR 100.4\(h\)](#), [DA 0556](#)), the President or designee has responsibility for evaluating whether a request for an exception to the policy meets one of the enumerated criteria.

My hope and expectation is that the University, in setting future academic calendars, will be able to successfully avoid the need for any exceptions to the policy. The guidelines do not signal a policy encouraging such requests, but rather establish criteria for review in the event that there are rare cases where significant overriding academic or administrative considerations would make an academic calendar, which does not present a conflict between fall residence hall move-in and observance of a major religious holiday, unworkable.

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The Guidelines on Exceptions to the Policy for Addressing Religious Holiday Conflicts with Residence Hall "Move-In" Days are effective immediately.

Sincerely,



Wyatt R. Hume
Provost and Executive Vice President
Academic and Health Affairs

Enclosure

cc: w/enclosure

President Yudof
Members, Task Force to Develop Exceptions Guidelines
Academic Council Chair Brown
Vice President Sakaki
Vice Provost Justus
Executive Vice Chancellors
Vice Chancellors for Student Affairs
Council of Registrars
Universitywide Policy Coordinator Capell

UNIVERSITY OF CALIFORNIA

Guidelines on Exceptions to the Policy for Addressing Religious Holiday Conflicts with Residence Hall “Move-In” Days

- I. The University of California seeks to avoid scheduling fall residence hall move-in days that conflict with the observance of a major religious holiday ([*Policy for Addressing Religious Holiday Conflicts with Residence Hall “Move-In” Days*](#)).

- II. In rare instances, the President or designee may approve an exception to the University’s policy of choosing common academic calendar start dates (quarter and semester) after 2010 that avoid scheduling fall residence hall move-in days for students that conflict with the observance of a major religious holiday. Exceptions will be limited and may be approved only when it has been determined that overriding academic or administrative considerations would make a calendar that would not create a conflict between observance of a major religious holiday and residence hall move-in dates unworkable. Such academic and administrative considerations may include:
 1. The need to comply with policies that require a minimum number of instructional days within an academic year, term, or other time period ([UC Guidelines for Establishing the Academic and Administrative Calendar](#), federal regulations).
 2. The need to finish summer quarter before the fall residence hall move-in dates.
 3. The need to adopt a calendar that observes official University holidays (UC personnel policies and collective bargaining agreements, [UC Guidelines for Establishing the Academic and Administrative Calendar](#)).
 4. The need to accommodate scheduling changes due to natural disaster or other catastrophic event.
 5. The need to accommodate a special event that has a compelling state or national interest and that impacts the use of campus facilities (e.g., 1984 Summer Olympics in Los Angeles).

- III. In those exceptional cases where the University adopts a calendar that would create a conflict between observance of a major religious holiday and residence hall move-in dates, the campuses shall abide by the guidelines for accommodating such conflicts set forth in Paragraphs 3, 4 and 5 of the [*Policy for Addressing Religious Holiday Conflicts with Residence Hall “Move-In” Days*](#).