



TEXAS TECH UNIVERSITY™

Operating Policy and Procedure

**OP 34.19: Student Absence for Observance of Religious Holy Day**

**DATE:** May 4, 2016

**PURPOSE:** The purpose of this Operating Policy/Procedure (OP) is to ensure understanding and a standardized approach to handling student absence for observance of a religious holy day.

**REVIEW:** This OP will be reviewed in April of even-numbered years by the senior vice provost with substantive revisions presented to the provost and senior vice president.

**POLICY/PROCEDURE**

1. "Religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under Texas Tax Code §11.20.
2. A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence.
3. A student who is excused under section 2 may not be penalized for the absence; however, the instructor may respond appropriately if the student fails to complete the assignment satisfactorily.