



TEXAS TECH™

Operating Policy and Procedure

OP 34.19: Student Absence for Observance of Religious Holy Day

DATE: February 3, 2023

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 every two years after publication by the Vice Provost for Academic Innovation and Student Success 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.