



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 77.12, **Religious Holy Day Observance and Need for Student Absence**

PURPOSE: The purpose of this Texas Tech University Health Sciences Center Operating Policy/Procedure (HSC OP) is to create a standardized approach to handling student absence for observance of a religious holy day(s).

REVIEW: This HSC OP will be reviewed on November 15 of every odd-numbered year (ONY) by the Assistant Provost for Student Affairs and the Associate General Counsel, with recommendations for revision forwarded to the Provost by December 15.

POLICY/PROCEDURE:

1. "Religious Holy Day" means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20 of the Texas Tax Code. See *also* Tex. Educ. Code § 51.911.
2. A student who intends to observe a Religious Holy Day should provide written notice, at the earliest possible date prior to the absence, to the following: (1) the instructor of each affected class; and (2) the Asst. or Assoc. Dean of Student Affairs for his/her school. A student will be excused from attending class(es), examinations, or other required activities for the observance of a Religious Holy Day, including travel for that purpose. A student whose absence is excused under this section will be allowed to take an examination or complete an assignment within a reasonable time after the absence, to be determined in concert with the instructor of record and/or the Asst. or Assoc. Dean of Student Affairs before or after the absence.
3. A student who is excused under Section 2 may not be penalized for the absence; however, the instructor may take appropriate action if the student fails to satisfactorily and timely complete the missed assignment or examination.
4. Any disputes regarding this policy should be submitted in writing to the TTUHSC Provost. Any decision by the Provost regarding the dispute shall be final.
5. This policy does not apply to any student absence for a Religious Holy Day which may interfere with patient responsibilities or patient care.