

Procedure V.5001.A.a, Student Absences for Religious Holidays

Associated Policy

Policy V.5001.A, Student Attendance

Procedures

In accordance with House Bill 256, a student who is absent from class for the observance of a religious holiday will be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time (set by the instructor) after the absence, provided that:

1. no later than the fifteenth day after the first day of the semester, the student has notified each faculty member concerning the date he or she will be absent for the religious holiday, and
2. written notification of the intended absence is delivered personally to each faculty member. The notification must be signed and dated by the faculty member, who should keep a copy of the notification, returning the original to the student.

A student who is excused under House Bill 256 will not be penalized for the absence but may be penalized for failure to complete the assignment or examination satisfactorily.

Date of SLT Approval	September 5, 2018
Effective Date	October 2, 2018
Associated Policy	Policy V.5001.A, Student Attendance
Primary Owner of Policy Associated with the Procedure	Deputy Chancellor and College President
Secondary Owner of Policy Associated with the Procedure	Provosts