

1. GENERAL

- 1.01 Section 51.911 (b) of the Texas Education Code requires that an institution of higher education excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence.
- 1.02 "Religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, United States Tax Code.

2. PROCEDURES

- 2.01 Each instructor will announce the provisions of this policy at the first or second class meeting of each regular semester or summer session.
- 2.02 If the student and the instructor disagree about the nature of the absence being for the observance of a religious holy day or if there is disagreement about whether the student has been given a reasonable amount of time to complete any missed assignments or exams, either the student or the instructor may appeal following the guidelines set by the Coordinating Board's procedures and policies relating to student absences on religious holy days.
- 2.03 A statement regarding university attendance policies and procedures for religious holy days will be published in university undergraduate and graduate catalogs, Student Guidelines published by the Office of Student Life, and the Faculty Handbook.

ATTACHMENT—RELIGIOUS HOLIDAY NOTIFICATION FORM

APPROVED: _____/signed/
James F. Gaertner, President

DATED: _____ 11/03/04

CERTIFICATION STATEMENT

This academic policy statement (APS) has been approved by the reviewer(s) listed below and represents Sam Houston State University's Division of Academic Affairs' APS from the date of this document until superseded.

Original Date: October 1, 1986
Reviewer(s): Academic Policy Council

Review Cycle: October, ENY*
Review Date: October 1, 2006

Approved: _____/signed/_____
David E. Payne
Provost and Vice President
for Academic Affairs

Date: _____10/25/04_____

*=Even Numbered Year