



**Angelo State University**  
**Operating Policy and Procedure**

**OP 10.19: Student Absence for Observance of Religious Holy Day**

**DATE:** May 20, 2015

**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 May every three years, or as needed, by the Office of the Provost with recommended revisions forwarded through the provost and vice president for academic affairs to the president by June 15.

**AUTHORITY:** [Texas Education Code, §51.911](#)

**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.