

**TEXAS STATE TECHNICAL COLLEGE SYSTEM
SYSTEM OPERATING STANDARD**

No. ES.4.11	Page 1 of 4	Effective Date: 09/15/86
DIVISION:	Educational Services	
SUBJECT:	Student Absences on Religious Holy Days	
AUTHORITY:	Minute Order #104-86	
SUBMITTED BY:	<i>Original Signed by J. Gary Hendricks</i>	
TITLE:	Vice Chancellor	Date: 09/17/98
APPROVED BY:	<i>Original Signed by Bill Segura</i>	
TITLE:	Chancellor	Date: 09/17/98

STATUS: Format Changes/Reviewed 09/17/98

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M/C Approved 09/15/86

POLICY

It is the policy of Texas State Technical College to grant an excused absence from class attendance to a student for the observance of a religious holy day when all procedures for making the request for an excused absence have been met by the student. Failure to comply with all assignments scheduled during the time of absence shall be subject to rules for grading of the program, course, and instructor.

PERTINENT INFORMATION

The implementation of this System policy and procedure is in compliance with Senate Bill 738, codified in Section 51.911 of the Texas Education Code, which state, ". . . a student who is excused under this section may not be penalized for the absence, but the instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination."

DELEGATION OF AUTHORITY

The President has responsibility to establish procedures to assure that all provisions of this System Operating Standard are fulfilled.

OPERATING REQUIREMENTS

1. A statement regarding the TSTC's attendance policy for religious holy days shall be included in the college catalog with reference to the student handbook and faculty handbook. The student handbook(s) shall state the policy, procedure and consequences of not complying.
2. A student shall complete the Request For Excused Absence For Religious Holy Day Form (attached) within the first ten days of the term or following enrollment. The form shall contain:
 - a. The wording of the statute as it appears in the Code.
 - b. Student name and identification number.
 - c. Name of religious institution and tax code number.
 - d. Name and date of holy day(s).
 - e. Class(es) to be missed, instructor's signatures, and conditions or deadlines for making up work missed.
3. After the form is completed and signed by instructor(s), one copy of the form shall be maintained by the Program Chairman and one copy returned to the student.
4. The student must complete all assignments or examinations on schedule to receive credit for assignments or examinations.

PERFORMANCE STANDARDS

1. College procedures exist to implement institutional policy.
2. The institutional policy is published in the college catalog, faculty handbook and student handbook.
3. The institutional policy is published in the student handbook along with procedures, consequences on noncompliance, statement of appeal, etc.
4. Copies of the form "Student Request for Excused Absence for Religious Holy Day" for each student with excused absence is maintained by the instructors for a period of one year.



COLLEGE OPERATING PROCEDURE

COLLEGE		Page 1 of
OFFICE OF RESPONSIBILITY:		
APPROVED BY:		
TITLE:		Date

