

## **RELIGIOUS HOLY DAYS REQUEST FORM**

A student shall be excused from attending classes or other required activities, including examinations, for the observance of religious holy days, including travel for that purpose. A student whose absence is excused may not be penalized for that absence and shall be allowed to take an examination or complete an assignment for which the student is excused within a reasonable time after the absence.

If a student and an instructor disagree about the nature of the absence being for the observance of a religious holy day, or if there is a similar disagreement about whether the student has been given a reasonable time to complete any missed assignments of examinations, either the student or the instructor may request a ruling from the Office of Associate Vice President for Student Affairs. The Office of the Associate Vice President for Student Affairs must take into account the legislative intent of the Texas Education Code 51.911, and the student and instructor shall abide by the decision of the Office of the Associate Vice President for Student Affairs.

The "Religious Holy Day Form" is available in the Office of the Registrar. The following information must be completed before approval is granted.

**Name** \_\_\_\_\_ **Student ID#** \_\_\_\_\_

**TCOM** \_\_\_\_\_ **GSBS** \_\_\_\_\_ **SPH** \_\_\_\_\_ **PA** \_\_\_\_\_ **Course** \_\_\_\_\_

**Name of Religious Institution** \_\_\_\_\_

**Name of Religious Day** \_\_\_\_\_ **Date** \_\_\_\_\_

<b>Classes to be missed</b>	<b>Conditions/Deadline for making up work missed</b>
_____	_____
_____	_____
_____	_____

\_\_\_\_\_  
**Instructor's Signature**

\_\_\_\_\_  
**Date**