



## EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional  
Effectiveness: (915) 831-6740

### **FC-1            Student Absences for the Observation of Religious Holy Days**

**APPROVED:** October 13, 1986    **REVISED:** September 1, 1995  
**Year of last review:** 2021  
**AUTHORIZING BOARD POLICY:** FC

Classification: Administrative

Vice President or Associate Vice President: Vice President of Student and Enrollment Services

Designated contact: Executive Director of Admissions and Registrar

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**OBJECTIVE:** To establish the mechanism for students to receive excused absences for the purpose of observing religious holy days.

#### **PROCEDURE:**

##### **I. Application Procedure For Excused Absence**

Pursuant to Section 51.911 of the Texas Education Code, a student who is a member of a religion whose places of worship are exempt from property taxation under Section 11.20 of the Tax Code will be granted excused absences from class for the purpose of observing religious holy days. In order to receive excused absences, the student must submit to the instructor for each class to be missed a Notification of Intent to be Absent for the Observation of Religious Holy Days Form.

This form may be obtained from the Student Services Coordinator at any campus, and must be submitted to the instructors no later than 15 calendar days from the beginning date of the semester in which the absence(s) will occur. When the Notification of Intent is submitted to the instructor after this deadline, the absence may be treated as either excused or unexcused at the discretion of the instructor.

##### **II. Student Responsibility For Completion Of Course Work.**

In those instances where the Notification of Intent is submitted prior to the deadline, the student will be permitted to complete examinations or other class work missed as a result of such absences. At the time the form is submitted. The instructor will indicate the types of assignments to be completed by the student on the Notification of Intent Form and will establish reasonable deadlines to be indicated on the form. for the completion of any work missed.

##### **III. Instructor Responsibility**

Each instructor will have the capability to determine penalties, as appropriate, to be imposed if the student fails to complete the assigned class work by the established deadline. This information is to be noted on the Notification of Intent Form at the time the form is submitted. After signing the form, the instructor will return one copy to the student and retain one copy for his/her files.

##### **IV. Student Appeal Process**

Where the student perceives the conditions of this procedure have not been fulfilled, he/she will have the right to appeal. The appeal is to be initiated, in writing, using a Student Petition Form with a copy of the Notification of Intent Form attached. The Student Petition Form must be submitted to the appropriate Dean(s) within five calendar days from the date the Notification of Intent is signed by the instructor.

**\*Note: The word "faculty" denotes instructors, counselors and librarians.**