

## VI.D.2. Student Absences for Religious Holy Days

These Chancellor's Procedures supplement and implement Section VI.D.2. of the Lone Star College System District Board Policy Manual ("Policy Manual") last revised by the Board of Trustees on **September 6, 2018**—setting out the College's policies regarding student absences for religious holy days.

The Policy Manual controls when a conflict arises between it and the procedures below. These procedures were adopted on **September 24, 2019**. The notice and comment period was open to the public online from **August 12, 2019**, through **September 12, 2019**.

**1. Religious Holy Day.** Religious Holy Day ("Holy Day") means a holy day observed by a religion whose worship places are exempt from property taxation under Section 11.20 of the Texas Tax Code. The student's religious denomination should recognize the Holy Day as one observed by its members on that day. Please note that mission trips, camps, retreats, and individual religious rites are not considered Holy Days.

**2. Applicability.** These procedures apply to on-campus, LSC-Online, and hybrid instruction students except for those students whose absence may interfere with patient care.

**3. Attendance.** An applicable student who provides notice of the need to observe a Holy Day may be excused from attending classes or other required activities, including examinations, for the observance of that Holy Day.

**4. Notice to Instructors.** A student needing to observe a Holy Day must, to the extent practicable, provide written notice to the course instructor(s) as far in advance as possible.<sup>1</sup> Instructors receiving Holy Day notices that coincide with the end of an academic session must inform their applicable dean as soon as practicable to ensure timely grading in the event the course instructor is unavailable.

**5. Exams and Assignments.** Excused students will be allowed to take missed exams or complete pending assignments within three working days following the absence. A student who does not complete an exam or assignment within the specified time period following the absence may receive a failing grade or no grade for that exam or assignment.

Please note that accommodating absences for Holy Days does not include substantially modifying academic standards or adjusting the essential requirements to any program of instruction.

**6. Notice to Students.** The College recommends instructors include a statement defining the expectations surrounding Holy Days in the course syllabus in accordance with the Policy Manual and these procedures.

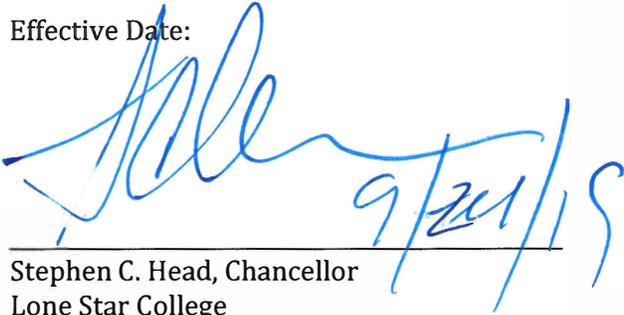
**7. Dispute.** If a student and an instructor disagree about the nature of the absence being for the observance of a Holy Day as defined herein, or if there is similar disagreement about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the applicable chief academic officer. The chief academic officer's decision is final.

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<sup>1</sup> The notice requirements must be consistent with (or no more arduous than) the instructor's attendance policy for other excused absences.

**8. Civil Rights.** The College provides equal treatment and educational opportunities to all persons without regard to race, color, sex, age, sexual orientation, gender identity, gender expression, religion, ethnic or national origin, disability, veteran status, or any other protected status. Any student experiencing discriminatory treatment or civil rights violations related to those policies or these procedures may submit a civil rights complaint in accordance with Policy Manual Section VI.D.12. Civil Rights.

Effective Date:

A handwritten signature in blue ink, appearing to read 'S. Head', is written over a horizontal line. To the right of the signature, the date '9/24/19' is handwritten in blue ink.

Stephen C. Head, Chancellor  
Lone Star College