



TEXAS TECH UNIVERSITY™

Operating Policy and Procedure

OP 34.16: Visitors in Regularly Scheduled Classes

DATE: September 13, 2018

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to ensure understanding and a standardized approach to visitors in classes at this university.

REVIEW: This OP will be reviewed in December of odd-numbered years by the Senior Vice Provost with substantive revisions presented to the Provost and Senior Vice President (PSVP) by January 15.

POLICY/PROCEDURE

1. All faculty who conduct classes at Texas Tech University, including visiting faculty, instructors, and teaching assistants, should follow the procedures listed below.
 - a. Only those individuals registered to attend the class are ordinarily allowed in the classroom, except for invited speakers, etc.
 - b. Guests (including children) of students may not attend class except with special permission of the person teaching the class. Young children are discouraged from attending class altogether.
 - c. In cases of noncompliance with this policy, referrals will be made to the appropriate department chair.