



TEXAS TECH UNIVERSITY™

Operating Policy and Procedure

OP 34.16: Visitors in Regularly Scheduled Classes

DATE: October 15, 2007

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 for academic affairs with recommend revisions presented to the provost/senior vice president for academic affairs by January 15.

POLICY/PROCEDURE

1. All faculty who conduct classes at this university, including visiting faculty, instructors, and teaching assistants, should follow the procedures listed below.
 - a. Only those 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.
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