



TEXAS TECH UNIVERSITY™

Operating Policy and Procedure

**OP 34.17:    **Unscheduled Class Activity****

**DATE:**       September 14, 2018

**PURPOSE:** The purpose of this Operating Policy/Procedure (OP) is to clarify possible conflicting activities deemed necessary for class participation.

**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 by January 15.

**POLICY/PROCEDURE**

1. Departments and/or faculty should not schedule exams or other activities outside regular class time unless the department chair and the dean have granted previous permission.
2. Approved activities scheduled outside class time must be listed in the *Schedule of Classes* so that students will have prior knowledge not to schedule other classes conflicting with these extra activities.