

Texas Tech University
WHITACRE COLLEGE OF
ENGINEERING
Operating Policy and Procedures
[Approved by Executive: 06-24-26]

WCOE OP 30.01: Class Attendance Policy - Students

Date: July 2026

Purpose: The purpose of this Operating Policy/Procedure is to establish class attendance policy for engineering students.

Review: This OP will be reviewed summers of every even-numbered year by the Dean's Office, with recommendations for revision presented to the Departmental Chairs by August 15.

University Operating Policy related to class attendance

OP 34.04 Academic Regulations Concerning Student Performance

POLICY/PPROCEDURE

1. Class Attendance – In-person Classes

Class attendance is an academic standard. Responsibility for class attendance rests with the student and is expected in all classes regardless of the format or length.

The instructor of record (IoR) determines the effect of absences on grades consistent with university policy for excused and unexcused absences. Excused absences and make-up options are outlined in TTU OP 34.04.

2. Class Attendance – Online Classes

Regardless of the length of an online course, students enrolled in synchronous and asynchronous online courses are required to engage with instructional materials. In an online synchronous course or hybrid course, attendance is defined as a student actively participating during the designated meeting day and time for the course. In an online asynchronous course, attendance is defined as a student participating in academically related activities. Examples of such activity include, but are not limited to, participating in an online discussion, submitting an assignment, completing exercises, taking a quiz or exam, viewing and/or completing a tutorial, or initiating contact with the instructor to ask a question related to the course's subject matter. Online IoRs will specify how

this engagement is determined.

3. Excessive Absences Limit

There is a limit at which missed class time, whether excused, unexcused, or a combination, jeopardizes a student's ability to meet the learning outcomes of the course. This limit is 25 % of the face-to-face class time. For Monday-Wednesday-Friday classes the limit is 10 classes out of 40 during a long semester. For Tuesday-Thursday classes the limit is 7 classes out of 28 during a long semester. If a student's total excused and unexcused absences exceed these limits at which successful completion is academically unlikely, the following options may be appropriate: Assignment of a grade of incomplete or student-initiated drop or administrative drop. The IoR decides whether assigning an Incomplete (I) grade is justified or not..

The grade of I (Incomplete) is given only when a student's work is satisfactory in quality but due to excessive absence beyond her/his control course requirements have not been completed. The instructor assigning the grade must stipulate in writing at the time the grade is given, the conditions under which they may be removed and the specific date by which the make-up work is to be completed. The assigned work and a change of grade must be recorded within one calendar year from the date the I (Incomplete) is awarded. Failure to do so results in an F for that course

To ensure fairness, IoRs should require that attendance be recorded regularly and transparently, Use of attendance software like Top Hat, Canvas is recommended so the students can view and track. Students should be notified of these expectations in the syllabi.

4. Appeal Process

.. The appeal process is outlined in TTU OP 34.03 Student Grade Appeal.