System Regulation 07.06A, 07.06B, or 07.10 is made, appropriate disciplinary action will be taken as determined by the appropriate administrator.

k. If there is a finding of a violation of gender discrimination under TTU OP 40.02 or TTU System Regulation 07.10 or any violation under TTU OP 40.03, TTU System Regulation 07.06A, or System Regulation 07.06B, either party may appeal the imposed disciplinary action or lack thereof as provided under as provided under the TTU OP or TTU System Regulation. For all other violations, only the responding employee may appeal the disciplinary action as provided in other TTU policies. At the conclusion of the investigation, the student shall be advised that if the discrimination or unlawful activity persists the student should contact the Office of Equal Opportunity. Likewise, in the event the student believes unlawful retaliation for filing a grievance or complaint has taken place, the student should contact the Office of the Dean of Students, Title IX Administrator, or the Office of Equal Opportunity, and/or file a grievance or complaint for retaliation.

SECTION D. CLASS ABSENCES

1. Class Absences
Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is expected, and the University reserves the right to address at any time individual cases of non-attendance. In case of an illness requiring an absence from class for more than one week, the student should notify his/her academic dean. Texas Tech University Operating Policy 34.04 provides complete information regarding class attendance and reporting student illness and emergencies.

   a. Student Absence due to Pregnancy and Childbirth
      Under the Department of Education’s (DOE) Title IX regulations, an institution that receives federal funding “shall not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such student’s pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom.” Students needing assistance related to pregnancy/childbirth absences should contact the Title IX Administrator, the Title IX Case Manager, the Dean of Students Office, or fill out a report at http://www.depts.ttu.edu/titleix/students/Report_an_Incident.php

   2. Religious Holy Day Absences
      A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. More information is available in Texas Tech University Operating Policy 34.19.

   3. Student Absence due to Sponsorship of Student Activities and Off-Campus Trips
      a. According to the Undergraduate and Graduate Catalog, faculty, department chairpersons, directors, or others responsible for a student representing the University on officially approved trips should notify the student’s instructors of the departure and return schedules in advance of the trip. The instructor so notified must not penalize the student, although the student is responsible for material missed. Students absent because of University business must be given the same privileges as other
students (e.g., if other students are given the choice of dropping one of four tests, then
students with excused absences must be given the same privilege).
b. According to Texas Tech University Operating Policy 34.06, students will be
responsible for making their own individual arrangements with instructors for
class work missed while participating in an off-campus trip.

SECTION E: COMPLAINT PROCESSES
1. Complaints/Grievances
   Texas Tech University has various procedures for addressing written student
   complaints/grievances. Students may seek assistance from the Office of the Dean of Students
   as they go through a written complaint/grievance process. The Office of the Dean of
   Students helps students understand all of the steps of the process as well as what information
   they may want to include in their written complaint/grievance.

2. Academic Status Complaints
   Policies and processes related to academic status are found in the Undergraduate/Graduate
   Academic Catalog as well as in Operating Policy 34.07 Undergraduate Academic Status,
   Operating Policy 34.15 Grade Replacement Policy, and Operating Policy 64.04 Academic
   Probation and Suspension of Graduate Students.

3. Complaints against Faculty (Non-Grading and Non-Discrimination)
   Conduct of
   University Faculty is outlined in Operating Policy 32.04 Conduct of University Faculty.
   The processes for complaints against faculty are outlined in the policy and in the
   Undergraduate/Graduate Academic Catalog. Students should direct complaints to the
   supervisor of the department or organization housing the faculty member, typically the
   department chair.

4. Conduct Complaints against Other Students and Student Organizations
   The
   Code of Student Conduct Part I, Section C and Section D of the TTU Student
   Handbook outlines the process for filing a conduct complaint against a student or
   student organization.

5. Disability-Related Complaints
   a. Complaints related to disabilities are guided by Operating Policy 40.04 Access for
      Individuals with Disabilities and Section 504 of the Rehabilitation Act (Section 504) and
      Operating Policy 34.22 Establishing Reasonable Accommodation for Students with
      Disabilities.
   
   b. Any students seeking remedy on the basis of a disability must register as a disabled
      student with Student Disability Services and must provide all required documentation of
      a disability. Students who are denied services or denied a specific accommodation
      request by a Student Disability Services counselor may appeal the decision to the
      Managing Director of Student Disability Services. The ADA Campus Coordinator for
      Students is the Managing Director of Student Disability Services, 335 West Hall, (806)
      742-2405.