



JERRY S. RAWLS

COLLEGE OF BUSINESS

TEXAS TECH

Office of the Dean

Rawls College Student Attendance Guidelines for In-person Undergraduate Classes

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At the request of faculty members in the Rawls College of Business, this document's purpose is to specify attendance guidelines, consistent with TTU OP 34.04 and OP 34.19, for Rawls in-person, undergraduate classes.

Faculty members have the discretion to follow these guidelines, modify them as needed, or create their own attendance policies based on what they believe will be most effective for their classes and teaching methods, provided that such policies are in alignment with university's OPs.

Summary of key aspects of TTU OPs regarding attendance

Attendance requirement: Attendance is crucial for mastering the concepts and practical applications covered in all undergraduate classes at the Rawls College of Business. 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 deal at any time with individual cases of non-attendance" (OP 34.04).

Attendance tracking: "The instructor determines the effect of absences on grades consistent with university policy for excused and unexcused absences. When absences jeopardize a student's standing in a class, it is the responsibility of the instructor to report that fact to the student's dean" (OP.34.04).

University absences and absences for religious holy days: As described below by excerpts from university OPs, students absent for university business must provide advance notice to their instructors. Students who are absent to observe religious holy days should provide notice to their instructors.

"Department chairpersons, directors, or others responsible for a student representing the university on officially approved trips must notify the student's instructors of the departure and return schedules. The instructor so notified must not penalize the student, although the student is responsible for material missed. Any student absent because of university business must be allowed to make up missed work within a reasonable span of time or have alternate grades substituted for work due to an excused absence. 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" (OP 34.04).

"A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence. A student who is excused may not be penalized for the

absence; however, the instructor may respond appropriately if the student fails to complete the assignment satisfactorily” (OP 34.19).

Extenuating circumstances: In case of an illness that will require an absence from class for more than one week, the student should notify their academic advisor and the Dean of Students Office (deanofstudents@ttu.edu), who will inform the student’s instructors. In case of class absences because of a brief illness, the student should inform the instructor directly (OP 34.04).

Rawls College guidelines

Attendance tracking: Instructors are encouraged to track student attendance during class time and may use a variety of methods, including polling in Top Hat, calling roll, passing a sign-in sheet with student names only (i.e., no other identifying information), administering a quiz in Blackboard or Canvas, checking a seating chart, or other university-approved method. Students are responsible for ensuring that their attendance is accurately documented. If there are any issues with attendance, such as problems using Top Hat or not receiving the sign-in sheet, students must notify the instructor face-to-face in the classroom immediately after class.

Absences: Students are allowed a maximum number of general absences throughout the semester. General absences are designed to provide students with flexibility and understanding for unavoidable circumstances and do not require instructor notification. General absences can be related to short illness, medical appointments, interviews, weddings, funerals, jury duty, or other circumstances. **General absences may not be used on exam days or during examination periods.** University official business absences and absences for religious holy days do not count against these general absences. This maximum number of allowed general absences varies with the length of the academic term and the meeting frequency of the course, equating to six (6) hours of class time. For example, in the fall and spring semesters, the maximum number of allowed general absences are as follows

- Courses meeting three days a week: six (6) general absences
- Courses meeting two days per week: four (4) general absences
- Courses meeting one day per week: two (2) general absences

These recommendations for the maximum number of allowed general absences serve as a guideline in the Rawls College. Instructors may determine a different number of allowed maximum number of general absences for their courses or choose to implement a different attendance policy.

If at any time during this semester a student feels ill, in the interest of their own health and safety as well as the health and safety of others, the student is encouraged not to attend face-to-face class meetings or events. Absences, even for legitimate reasons, can impact a student's learning progress and engagement with the course material. Illness-related absences are counted within the allowed general absences. Absences not related to illness (e.g., personal reasons, family events, job interviews) are also counted within the allowed general absences. Students should be mindful of how they use these absences and prioritize their attendance in the class.

Penalties for excessive absences: If a student exceeds the allowed maximum number of general absences, their final course grade will be reduced. If a student accumulates excessive absences (i.e., absences after the allowed maximum number of general absences), these guidelines recommend a percentage grade reduction of the final course grade for each excessive absence. This percentage grade reduction varies with the length of the academic term and the meeting frequency of the courses, equating to two percent (2%) per one (1) hour of class time. For example, in the fall and spring semesters, the percentage grade reductions per excessive absence are as follows as follows:

- Courses meeting three days a week: two percent (2%) per excessive absence
- Courses meeting two days per week: three percent (3%) per excessive absence
- Courses meeting one day per week: six percent (6%) per excessive absence

Although a two percent (2%) grade reduction per one (1) hour of class time is the general guideline in the Rawls College, instructors may determine the effect of absences on grades.

Further, OP 34.03 states “excessive absences constitute cause for dropping a student from a class. If the drop occurs before the 45th class day of the long semester or the 15th class day of the summer term, a designation of DG will be assigned. If the drop occurs after that time period, the student will receive a grade of F.” The number of excessive absences resulting in these penalties varies with the length of the academic term and the meeting frequency of the course, equating to fifteen (15) hours of class time. For example, these guidelines recommend that, in the fall and spring semesters, the number of excessive absences resulting in these penalties will be:

- Courses meeting three days a week: fifteen (15) excessive absences
- Courses meeting two days per week: ten (10) excessive absences
- Courses meeting one day per week: five (5) excessive absences

Late arrival and early departure: Arriving late to class or leaving early without prior approval will be counted as an absence. Accumulated late arrivals and early departures will reduce your final course grade as described above