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**POLICY TITLE:**

**Class Attendance**

**APPLIES TO:**

**Students and Faculty**

**ADMINISTRATIVE AUTHORITY:**

**Division of Academic & Student Affairs**

**Office of the Provost and Vice President of Academic & Student Affairs**

**APPROVED BY:**

**Kentucky State University Board of Regents**

**EFFECTIVE DATE:**

**August 8, 2025**

**NEXT REVIEW DATE:**

**August 8, 2028**

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**POLICY STATEMENT:**

Regular class attendance is a mandatory and essential component of the educational experience at Kentucky State University (KSU). Students are responsible for attending all scheduled class meetings. Instructors are responsible for recording student attendance to support the academic progress of students and to comply with federal financial aid guidelines. This policy applies to all courses, regardless of the method of delivery.

**DEFINITIONS:**

All operational definitions are located in the implementing Class Attendance Regulation.

**PROCESS:****Implementation**

The specific rules, definitions, and procedures governing student attendance, excused and unexcused absences,

and penalties are detailed in the university's official Class Attendance Regulation.

### **Instructor and Syllabus Requirements**

While all courses are subject to the Class Attendance Regulation, instructors may establish more specific attendance requirements for their courses. Any such requirements must be consistent with the university's regulation and must be clearly stated in the course syllabus.

### **Inquiries**

Students and faculty may contact the Office of the Provost or the Office of the Registrar for inquiries regarding this policy and its implementing regulation.

## **REFERENCES AND RELATED MATERIALS:**

- KSU Class Attendance Regulation
- KSU Academic Calendar Policy
- KSU Academic Calendar Regulation
- KSU Academic Calendar

## **CONTACTS:**

Subject	Office	Telephone	E-mail
Policy Questions	Office of the Provost	(502) 597-6946	<a href="mailto:Michael.Dailey@kysu.edu">Michael.Dailey@kysu.edu</a>

## **HISTORY:**

Revision Type	Date of Issuance/Revision	Drafter(s)/Editor(s)
Issued (New Policy)	June 2025	Zach Atwell

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