

# KENYA METHODIST UNIVERSITY

## OFFICE OF THE REGISTRAR, ACADEMIC AFFAIRS

### MEMO

TO : ALL STAFF AND STUDENTS  
FROM : Registrar, Academic Affairs  
REF : KeMU/B/RGAA/GEN/015  
DATE : August 8, 2024  
SUBJECT : OPENING DATES FOR 3<sup>RD</sup> TRIMESTER 2024

Reference is made to the above subject matter.

The University examinations for 2<sup>nd</sup> Trimester 2024 will end on Saturday, 17<sup>th</sup> August 2024. Students will be in recess for two weeks. The following are important dates to note in regard to 3<sup>rd</sup> Trimester 2024:

#### 1. Session Reporting

Continuing students are expected to report session from Monday, 26<sup>th</sup> August 2024 to Friday, 30<sup>th</sup> August 2024.

#### 2. Registration


New and Continuing students are expected to report and register on Monday, 2<sup>nd</sup> September 2024 to Friday 6<sup>th</sup> September 2024. Lectures for the 3<sup>rd</sup> Trimester 2024 begin on Monday, 9<sup>th</sup> September 2024. Late registration with penalty runs from Monday, 9<sup>th</sup> September 2024 to Friday, 20<sup>th</sup> September 2024. No registration will be allowed after Friday, 20<sup>th</sup> September 2024.

#### 3. Add/drop of courses

Add/drop of courses is permissible from Monday, 9<sup>th</sup> September 2024 to Friday, 20<sup>th</sup> September 2024 without a penalty. It attracts a penalty in the third week after lectures begin and no student will be allowed to drop/add courses after the third week.

#### 4. Class attendance

Attending lectures, practical sessions and other scheduled classes is mandatory for ALL students, in the relevant modes of study. A student who fails to attend classes for a consecutive or cumulative period of two weeks (or 20% of teaching time – which meant at least 80% attendance in a trimester) will not be allowed to take examinations in that course. Also note that attending or attempting to attend classes or other University services whilst not duly registered is an academic malpractice.

  
Dr. Lucy Ikiara, PhD.  
Registrar, Academic Affairs

cc: VC, DVCs, Principal, Directors, Deans, CoDs

