



Kenya Methodist University

P. O. Box 267-60200.Meru. Kenya.Tel:064-3131 276, Mob: 0724-256 162, Email: academic.registrar@kemu.ac.ke Website: www.kemu.ac.ke

OFFICE OF THE REGISTRAR, ACADEMIC AFFAIRS INTERNAL MEMO

TO : ALL STAFF AND STUDENTS
FROM : Registrar, Academic Affairs
REF : KeMU/RGAA/CSF/4/13
DATE : 11th April, 2025
SUBJECT : OPENING DATES FOR 2ND TRIMESTER 2025

Reference is made to the above subject matter.

The University examinations for 1st Trimester 2025 will end on Saturday, 19th April 2025. Students will be in recess for two weeks. The following are important dates to note in regard to 2nd Trimester 2025:

1. Session Reporting

Continuing students are expected to report session from Monday, 28th April 2025 to Friday, 2nd May 2025.

2. Registration

New and Continuing students are expected to report and register on Monday, 5th May 2025 to Friday 9th May 2025. Lectures for the 2nd Trimester 2025 begin on Monday, 12th May 2025. Late registration with penalty runs from Monday, 12th May 2025 to Friday, 23rd May 2025.

No registration will be allowed after Friday, 23rd May 2025.

3. Add/drop of courses

Add/drop of courses is permissible from Monday, 12th May 2025 to Friday, 23rd May 2025 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

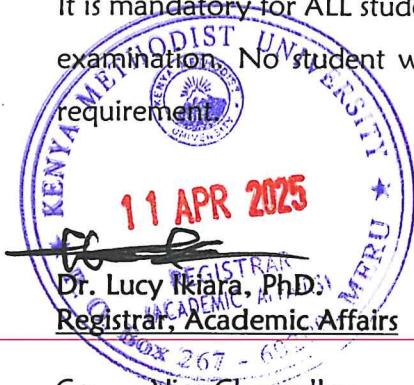
Attending lectures, practical sessions and other scheduled classes is mandatory for ALL students, in the relevant modes of study. A student who fails to attend classes for a consecutive or cumulative



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.

5. Continuous Assessment Tests (CATs)

It is mandatory for ALL students in all modes of study to undertake CATs before sitting for the final examination. No student will be allowed to sit for the final examination without meeting this requirement.



Dr. Lucy Ikiara, PhD.
Registrar, Academic Affairs

Cc: Vice-Chancellor
Deputy Vice Chancellor (ASA)
Deputy Vice Chancellor (APF)
Principal Nairobi Campus
Director Mombasa Campus
Director KeMU TVET
Deans
CoDs