

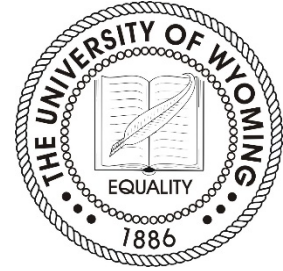
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## UNIVERSITY OF WYOMING REGULATIONS

**Subject:** Class Meetings Outside Scheduled Times

**Number:** UW Regulation 2-104

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### I. PURPOSE

To establish by regulation the policy confining class meetings to pre-scheduled times.

### II. RATIONALE

The faculty of the University should recognize that students have many demands on their time and should not be required to attend class meetings other than those at prescheduled times as shown in the official class schedule. There are a few cases where legitimate academic reasons exist for requiring attendance at other than pre-scheduled hours, such as for group examinations where there are several sections of the same course. However, these cases can be properly approved for printing in the class schedule so that students are aware of the special attendance requirements before registering for the class. It is the responsibility of the faculty to complete all required instruction and examinations within the times specified in the class schedule, rather than requiring students to attend special sessions or examinations at times that may conflict with other academic or non-academic activities of the students.

### III. DIRECTIVE

Faculty shall hold all required class sessions and examinations in the class hours as specified in the official class schedule and syllabus. This shall not preclude scheduling extra class meetings for review or special help where this proves necessary or beneficial, as long as attendance at the extra meetings is entirely at the student's option and no required or graded work is done at these sessions.

When circumstances absolutely require an exception to the policy of holding all required class sessions and examinations at the scheduled times, class meetings may be scheduled only with the prior approvals of the appropriate Department Chair and Dean.

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**Effective Date:** July 1, 2018

**Responsible Division/Unit:** Office of the Provost and Vice President for Academic Affairs

**Source:** None

**Links:** <http://www.uwyo.edu/regs-policies>

**Associated Regulations, Policies, and Forms:** None

**History:**

University Regulation 405; adopted 7/17/2008 Board of Trustees meeting

Revisions adopted 3/24/2016 Board of Trustees meeting

Reformatted 7/1/2018: previously UW Regulation 6-405, now UW Regulation 2-104