

# MISSISSIPPI STATE UNIVERSITY™

## Policy and Procedure

### ACADEMIC OPERATING POLICY AND PROCEDURE

MEMORANDUM TO: All Holders of Mississippi State University Academic Operating Policy and Procedure Manual

DATE: April 17, 1989  
Revised: July 15, 2011

SUBJECT: AOP 13.04 - Attendance at Classes: Teaching Faculty

### PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to ensure an understanding of standardized procedures for the handling of Teaching Faculty Class Attendance at Mississippi State University in accordance with the Board of Trustees, Institutions of Higher Learning of the State of Mississippi.

### REVIEW

This AOP will be reviewed every four years or whenever circumstances require an earlier review by the Associate Provost for Academic Affairs (APAA) with recommendations for revision presented to the Provost and Executive Vice President.

### POLICY/PROCEDURE

Instructors will be in classes during the full scheduled times unless hindered by reasons beyond their control and when teachers cannot meet classes, timely announcements will be made. In those cases where the teacher is absent and has not been able to notify the class ahead of time, students are expected to remain in the classroom ten minutes after the beginning of the period, unless otherwise indicated by the instructor.

### RESPONSIBILITIES

| <u>Position</u>                        | <u>Section</u> | <u>Year</u> |
|--|----------------|-------------|
| Associate Provost for Academic Affairs | Review         | 2015        |

**APPROVED:**

/s/ Peter L. Ryan 02-18-11  
Associate Provost for Academic Affairs Date

/s/ Jerome A. Gilbert 02-25-11  
Provost and Executive Vice President Date

/s/ R. Hart Bailey 04-18-11  
President, Robert Holland Faculty Senate Date

**REVIEWED BY:**

/s/ Lesia Bryant 07-05-11  
Director, Internal Audit Date

/s/ Joan L. Lucas 07-05-11  
General Counsel Date

**APPROVED BY:**

/s/ Mark E. Keenum 07-15-11  
President Date