Information

Undergraduate Class Management Policy

Effective

January 1, 2027

Applicability

This policy applies to all faculty and staff involved in administering and managing undergraduate classes, and students taking undergraduate classes at the University of Louisville.

Administrative Authority

Executive Vice President and University Provost

Responsible Unit

Executive Vice President and University Provost

Phone: 502-852-5726

Email: provost@louisville.edu

History

Revision Date(s):

Reviewed Date(s):

Categories

Reason for Policy:

This policy establishes a clear, consistent, and student-centered framework for course delivery, assignment expectations, and documentation of engagement specific to undergraduate classes. It is designed to remove avoidable barriers, create predictable learning environments, and support timely student progress.

This policy is to help ensure that students know when and how their classes will meet, what expectations to anticipate, and how assessments will be structured. This policy aims to reduce stress, increase transparency, and promote equitable participation by aligning instructional practices with the official schedule, protecting students from unexpected synchronous requirements, and discouraging due dates during closures and high-conflict times.

Additionally, this policy reinforces the importance of early engagement and regular feedback, which are among the strongest predictors of student retention and success. Required early-semester engagement (via attendance or a low-stakes assignment) helps identify non-attending or at-risk students quickly, enabling early interventions. Required use of the Blackboard gradebook ensures consistent communication of performance, helping students monitor their progress and make informed decisions.

Finally, this policy establishes clear parameters for final exams and grade submission timelines, ensuring fairness across sections and allowing students and advisors to plan effectively.

Overall, this policy creates a more coherent academic experience, reduces uncertainty, and strengthens the university’s ability to support all students in persisting, learning, and succeeding.

Statement:

The University of Louisville has established the following class management requirements to be followed by all university faculty and staff in administering and managing undergraduate classes, and students taking undergraduate classes:

Class Meeting Times and Modality

- An instructor may not change the regular meeting patterns established in the schedule of classes.
- An instructor may not require mandatory attendance at synchronous meetings, activities, or events that occur outside the officially scheduled class meeting times unless such requirements are disclosed to students in the Schedule of Classes at the time of registration. When exact dates or times are not yet finalized, the Schedule of Classes should include a notice describing the nature, approximate frequency, and expected time commitment of the required activities. Final details must also be provided in the syllabus.
- An instructor may not change the class modality established in the Schedule of Classes, unless otherwise directed by the University's Board of Trustees or President.

Learning Management System

- Instructors must use the institutionally adopted LMS for Undergraduate (UG) classes, currently Blackboard, and may not require students to use an alternative LMS.

Class Assignments

- Instructors will provide students in their classes with clear syllabi, including attendance requirements and dates for required assessments, activities, or field experiences. The syllabus should be provided to students prior to the first day of class. At the latest, the syllabus will be provided on the first day of class. See minimum required syllabus elements at: https://delphi.louisville.edu/teaching-resources/syllabus-guidelines.
- For in-person, online-synchronous, and blended classes, an instructor may not require mandatory attendance at synchronous activities (meeting, test/exam, presentation, field trip, etc.) on any day/time other than those listed in the Schedule of Classes or the syllabus.

    - Classes that require subgroups of students to meet synchronously for activities such as group projects, ensembles, etc. but allow the students to determine the day/time of these activities, are not required to include the subgroup meeting day/time in the class schedule or syllabus.
- For in-person, online-synchronous, and blended classes, any synchronous activities (meeting, test/exam, presentation, field trip, etc.) not listed in the Schedule of Classes or the syllabus, must provide alternative assignments for students who cannot participate.
- Any student travel off campus (field trip, etc.) must have each student sign a participation and release form.
- For online-asynchronous courses, an instructor may not require any mandatory attendance at synchronous activities (meeting, test/exam, presentation, etc.).
- For in-person, online-synchronous, and blended classes, an instructor may not assign any work/assessments to be due on any day when the university is officially closed for business (inclement weather events, university holidays, etc.).
- An instructor should avoid requiring assignments that both open and close within a short window on weekends. While assignments can be due on a weekend, they should be accessible to students well in advance.
- Students shall not be penalized for an excused absence. The instructor shall provide the student with an opportunity to make up the graded work (e.g., quiz, exam, homework, etc.). The make-up work may take a form other than the work accomplished during the missed time period, but must provide equal opportunity to demonstrate mastery of course content and be counted equally in final grade calculations. See 'Class attendance and Excused Absence' portion of UG catalog: https://catalog.louisville.edu/undergraduate/university-wide-unit-specific-policies/class-attendance/

- Remote proctoring software is available through the Delphi Center and may be used in any online classes, or any other class in which assessments are delivered online. Instructors should review the Delphi Center's guidance on exam proctoring before requiring the use of online proctoring in their courses.

Documentation of Student Engagement and Performance

- All instructors must use the Blackboard gradebook function to provide feedback/scores to students in regular intervals throughout the semester, including proof of student engagement (see below) during the first week of classes AND at least one formative feedback/score before the last day to withdraw for the semester.
    - All instructors in undergraduate classes must provide proof of student engagement during the first week of classes by either:

        - one small/low stakes assignment in the first week of classes. If a student enrolls in the class after the date this assignment is given, they must be given the chance to “make-up” that assessment.

          OR

        - an instructor must record student attendance during the first week of classes using the Blackboard attendance function

Final Exams (this information is also included in UG Catalog)

- For in-person, online-synchronous, and blended classes offered the full length of the term, comprehensive final examinations must be administered only on the date and time prescribed in the university final exam schedule. For classes offered less than the full length of the term (e.g., 5 week or 8 week Fall/Spring courses), comprehensive final exams may be given on the last day of class.
- For online-asynchronous classes, final exams may be given at any time during the university final exam period. An availability window of no less than 24 hours should be provided during which students must start and finish the exam.
- Comprehensive final examinations may not be given on the last regular day of class or during the reading period.

- No mandatory activities or assessments of any kind may be scheduled during the reading period.

Class Grades

- For in-person, online-synchronous, and blended classes offered the full length of the term, instructors must submit final grades no later than 48 hours after the scheduled final exam period. For online-asynchronous classes, instructors must submit final grades no later than 48 hours after the last day/time of the university final exam period. For classes offered less than the full length of the term (e.g., 5 week or 8 week Fall/Spring courses), instructors must submit final grades no later than 48 hours after the last day of class.

Related Information:

Undergraduate Catalog – Final exam information: Final Examinations | University of Louisville Academic Catalogs

Undergraduate Catalog – Attendance: Class Attendance and Excused Absence | University of Louisville Academic Catalogs

Exam Proctoring: Exam Proctoring | UofL Online

Student Handbook: Student Handbook | Student Services

Final Exam Schedules: Final Exam Schedules | Student Services

Definitions:

Course modalities are defined at:
https://catalog.louisville.edu/graduate/instructional-delivery/

Responsibilities:

The Vice Provost for Undergraduate Education is responsible for responding to questions about this policy. Call 502.852.555 to reach the Office of Undergraduate Education.

Forms/Online Processes:

Participation and Release Form