



Class Attendance

Policy Number: 206

Categorized: Academic

Procedure: 206P

Responsible Office: Academic Affairs

Effective Date: 8/23/24

Date Last Reviewed: 8/23/24

1. Scope

This policy applies to all Northern Virginia Community College students, faculty, staff, and college contractors.

2. Policy Statement

Northern Virginia Community College is part of the Virginia Community College System (VCCS) and is governed on most matters of policy by the VCCS Board of Trustees.

Where a VCCS policy exists, Northern Virginia Community College follows this policy in its operations. Policy 5.6.8 – Class Attendance adopted by the VCCS Board of Trustees and is included in the [VCCS Policy Manual](#).

Faculty will identify specific class attendance policies and other requirements of the class in the syllabus that is distributed at the beginning of each term. In most cases, regular attendance and participation is essential. Students should inform their instructor prior to an absence from class and are responsible for all coursework missed during an absence.

Faculty are required to take attendance through the census date. If a student does not attend at least one class meeting or participate in an online class by the last day to drop with a tuition refund (i.e., the census date), their class registration will be administratively deleted. This means that there will be no record of the class or any letter grade on the student's transcript. Furthermore, the student's class load will be reduced by the course credits, and this may affect their full-time or part-time student status. Tuition will not be refunded.

After the census date, faculty are required to submit the 125-034E form for students who never attended. Faculty are required to keep attendance records and grade rosters for three years.

If you have questions about this policy and/or its application at Northern Virginia Community College, please contact the Responsible Office identified above.

3. Authority

[Policy 5.6.8. Class Attendance](#)



[Library of Virginia, Records Retention and Disposition Schedule \(GS-111\): College and University](#)