

TAKING ROLL/NEVER ATTENDING STUDENTS

Policy Number: 206

Categorized: [Academic](#)

Responsible Office: Chief Academic Officer

Subject: Requirements for taking roll and reporting non-attending students

Related Policies: [201](#)

Procedures: See below.

Additional Information:

Effective Date:

Last Reviewed Date: 06/23/2021

1. Scope

This policy applies to all faculty and to all classes, whether live or online.

2. Policy Statement

Faculty are required to take roll through the census date. Students who are not on the roll should not be permitted to stay in the class. Full-time faculty will keep their own class roll records for four years.

In accord with VCCS policy, never-attending students may not be assigned a letter grade (to include "W"). Faculty must report never-attending students within one week of the census date so that they may be administratively deleted. If there are circumstances where a student reported as never-attending should subsequently be reinstated, this may be done only with the authorization of both the faculty member and academic dean.

3. Definitions

Administrative deletion (NVRK): revocation of enrollment in a course when a student does not attend a minimum of one class meeting or the online learning equivalent by the census date.

Census date: last day to drop a course with a tuition refund.

Never-attending student: a student who enrolls in a class and does not attend at least one class or submit at least one assignment in an online class prior to the census date.

4. Procedures [206P](#)

5. Authority

VCCS Policy 5.6.0 Grading System for Credit Classes