

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:

Procedures: See below.

Additional Information:

Effective Date:

Last Reviewed Date: 06/23/2020

1. Scope

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

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

- a. Full-time faculty will keep their own class roll records for four years. Adjunct faculty members will submit their class rolls when they submit their grades. Division offices will be responsible for storing the class rolls.
- b. Students who are not on the roll should not be permitted to stay in the class. Faculty should advise such students to leave or to complete registration and payment.
- c. Any student on the roll who has not attended class or submitted an assignment in an online class by the census date (the last day to drop with tuition refund), must be reported using the form for [Withdrawal Initiated by Instructor - Never Attending Student \(NVRK\)](#) specified as the Last Date Attended.
- d. If a student is administratively deleted from a class, there will be no record of the class or any letter grade on the student's transcript. Tuition will not be refunded.

5. Authority

VCCS Policy 5.6.0 Grading System for Credit Classes