

CLASS ATTENDANCE

Policy Number: 604

Categorized: [Student](#)

Responsible Office: Academic Deans

Subject: Policies and Procedures Governing Class Attendance by Students

Related Policies: [Accommodation of Religious Observances](#)

Procedures: N/A

Additional Information:

Effective Date:

Last Reviewed Date: 06/23/2020

1. Scope

This applies to all registered students.

2. Policy Statement

NOVA recognizes that successful learning requires good communication between students and instructors; therefore, in most cases, regular classroom attendance, or regular participation in the case of a nontraditional course format, is essential. 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.

It is the student's responsibility to inform his/her instructor prior to an absence from class. Students are responsible for making up all coursework missed during an absence.

Administrative Deletion

If a student does not attend at least one class meeting or participate in an online learning class by the "last day to drop with a tuition refund" (census date), his/her 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 his/her full-time or part-time student status. Tuition will not be refunded.

Absences Due to Illness

Students should notify their instructors in advance if possible when they will miss classes due to illness, and students should make arrangements to make up any missed work. If a College representative learns that an illness will keep a student out of classes, that person should notify the dean of students who will inform the student's instructors.

3. Definitions

N/A

4. Procedures

N/A

5. Authority

VCCS Policy 5.6.8 Class Attendance