

## Northern Virginia Community College

### NOTICE TO STUDENTS REGARDING ATTENDANCE AND GRADES

Your instructors establish the attendance policies for their individual classes. Be sure that you know and follow the policy for each of your classes. You also need to be aware of the 60 percent date for each class in case you need to withdraw for any reason.

**If you do not attend at least one class meeting or participate in a distance learning class by the Last Day to Drop with a Tuition Refund (also known as the Census Date), your class registration will be administratively deleted.** This means that there will be no record of the class or any letter grade on your transcript. Furthermore, your class load will be reduced by the course credits, and this may affect your full-time or part-time student status. In instances where your registration is administratively deleted because you have never attended or otherwise participated in a class, you will not receive a tuition refund.

If you start attending a class but then fail to meet the attendance requirement, your instructor may withdraw you from the class.

- If your instructor withdraws you before or at the 60 percent date for the class, you will receive a grade of “W.”
- If your instructor withdraws you after the 60 percent date for the class, you will receive a grade of “F” or “U.”
  - If you have documented mitigating circumstances for withdrawal *and* if these circumstances are approved by your instructor and division dean, you will receive a grade of “W.” Failure to attend class is not a mitigating circumstance.

You may withdraw yourself from a class by following one of these procedures:

- Before the 60 percent date for the class, you may use NOVAConnect to withdraw from a class and receive a grade of “W.”
- After the 60 percent date for the class, you must use a withdrawal form (NVCC 125-47: *Withdrawal Initiated by Student*) to withdraw from class. **If you use NOVAConnect to withdraw after the 60 percent date, you will automatically receive a grade of “F” or “U.”**
  - If you have documented mitigating circumstances for withdrawal *and* if the request is approved by your instructor and division dean, you will receive a grade of “W.”

If you are receiving federal financial aid and/or veterans’ benefits, you should know that receiving a grade of “W,” “F,” or “U” for failure to attend classes may adversely affect your eligibility for assistance **and you may be required to repay any aid you have received.** You can find more information in the current Student Services Financial Aid brochure or from the Financial Aid Specialists at your campus Student Services Center.