

**Taking Roll and Assigning Grades  
Summary Guidelines for Faculty  
Spring 2012  
Sixteen Week Session**

Faculty must take class roll and assign grades in accord with the policies and procedures of the *Faculty Handbook* (3.1315 and 3.2000) and the *Adjunct Faculty Handbook* (3.5 and 3.6). Adherence to these policies and procedures provides for orderly enrollment; complies with the requirements of NOVA, the VCCS, and federal regulations for recipients of financial aid and veterans benefits; protects the college from financial liability associated with return of financial aid funds inadvertently disbursed to non-attending students; supports the core activities of teaching and learning; and promotes academic integrity.

Following is a summary of key points specifically related to faculty responsibilities for the sixteen-week session. Appropriate adjustments should be made by faculty teaching other sessions.

Beginning of Classes to Census Date: **January 9 – January 26**

- **Faculty must take roll in all classes through Census Date (January 26) using the most current version of the roster as available through NOVAConnect Faculty Self Service.**
- Faculty advise any students who come to class but are not on the roster that they must properly enroll and pay in order to continue attending the class.
- Faculty refer students who are confused about their enrollment status to campus Student Services Centers.

Week Following Census Date: **January 27 – February 2**

- **Faculty must report all never-attending students.**
- Faculty use NVCC Form 125-031 [Rev. 8/22/07], Withdrawal Initiated by Instructor, completing the first page.  
<http://www.nvcc.edu/forms/word/125-031.rtf>

Week Following Financial Aid Adjustment Period and Awards Disbursement Cycle: **February 11 – February 18.**

- Faculty to check their roll and advise any students who are attending class but who are not on the roster to contact the Business Office immediately or to stop attending classes. (Note: This date is tentative. A message will be sent from the Executive Vice President with the specific date.)

60 Percent Date: **March 23**

- **Last day for faculty to withdraw students or for students to withdraw without grade penalty.**

Remainder of Semester to End of Classes and Examinations: **March 24 – May 7.**

- **Faculty may assign “W” grades only for mitigating circumstances with their dean’s approval.**
- Faculty use form NVCC 125-031 (Rev. 8/22/07), Withdrawal Initiated by Instructor, completing both pages.  
<http://www.nvcc.edu/forms/word/125-031.rtf>
- Faculty are encouraged to continue to withdraw students whose attendance does not conform with requirements set forth in the class syllabus. If mitigating circumstances are not specified and approved, the resulting grade will be either “F” or “U” (depending on the grading basis for the class).

End of Classes and Examinations: **May 7.**

- **Faculty assign final grades for all students.**
- When assigning the grade of “F” or “U or “R” faculty must also enter the last date of attendance for the student.
  - Enter actual last date of attendance if known.  
OR
  - Specify one of two “placeholder” dates if actual last date not known:
    - one (01/01/1900) indicating that the student stopped attending prior to the 60 Percent date (last day for students to withdraw or be withdrawn without grade penalty)
    - the other (12/31/9999) indicating that the student stopped attending after the 60 Percent date or did not stop attending.
- **When assigning the grade of “I” (Incomplete), faculty must use form NVCC 125-076 (Rev. 4,10), “I” Grade Assignment, and obtain the dean’s approval**  
<http://www.nvcc.edu/forms/pdf/125-076.pdf>
- When assigning grades of “W” or “I,” faculty may not do so directly on the Final Grade Roster in NOVACConnect. They should leave the grade blank. Also, they should leave the status of the roster as NOT REVIEWED, and hit the SAVE button. Student Services staff input the “W” and “I” grades within 2 working days of when the grades are due.
- **In order to receive any letter grade, a student must have attended a minimum of one class meeting or the equivalent in the case of a distance learning course.**

**Last Day to Enter Grades: May 9.**