



Class Attendance Procedure

Procedure Number: 206P

Responsible Office: Academic Affairs

Forms: Withdrawal Initiated by Instructor - Never Attending Student (NVRK) Form 125-034

Effective Date: 8/23/24

Date Last Reviewed: 8/23/24

1. Purpose

NOVA recognizes that successful learning requires good communication between students and instructors; therefore, regular classroom attendance or regular participation in the case of a nontraditional course format is, in most cases, essential. To meet general attendance requirements for grading and financial aid purposes, enrolled students must attend a minimum of one face-to-face or synchronous class meeting or the equivalent for an asynchronous distance learning class. This attendance must be completed by the last day to drop with refund, as defined and published by the institution. Students who do not comply with this attendance policy must be administratively deleted from the course by the college. In accordance 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.

2. Definitions

Attendance: Course attendance requires active participation by a student in an instructional activity related to the course, after the course start date. Attendance is not equivalent to logging into the Learning Management System. Participation includes but is not limited to:

1. Attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for predictable and scheduled substantive interaction between the instructor and students;
2. Submitting an academic assignment;
3. Taking an assessment or an exam;
4. Instructor documented participation in an interactive tutorial, webinar, or other interactive computer-assisted instruction;
5. Participating in an activity group, group project, or an online discussion that the instructor assigns; or
6. Documented coursework interaction with the instructor.

Census Date: The last day in a session for a student to drop a class and receive a tuition refund.

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. If a student is administratively deleted from a class, no record of the class or any letter grade appears on the student's transcript. Tuition will not be refunded. 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.

3. Procedure

1. 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.
2. Faculty will take attendance through the census date (at a minimum).
3. Anyone not on the current SIS roster should not be permitted to stay in the class. Faculty may tell them to leave and refer them to the Division Office or Student Services for assistance.
4. Any student on the roster who has not attended class, as defined above, by the census date must be reported using the "Withdrawal: Never Attended Withdrawal Form (NVRK)" form, which is initiated by the instructor within one week after the census date for processing by the registrar.
5. Faculty must keep their attendance records for four years; full-time faculty can store their records in their offices; adjunct faculty members will submit their class rolls when they submit their grades. Division offices will be responsible for storing the attendance and grade records.