
Attendance:	Perfect attendance is highly recommended!!! There is often a direct correlation between success in a course and attendance. If you miss a class session, you are still responsible for the material covered and the assignments given during that class session. Inform the instructor in advance if you know you will be missing a class. It is your responsibility to attend all classes, tests, and exams when and where they are scheduled. It is the student's responsibility to contact the instructor as soon as possible in case of an emergency. If you foresee a conflict arising that may cause an absence, contact the instructor before the class/exam in question. Please be ON TIME – anticipate traffic.
Makeup Tests/Exams:	<p>In general, makeup tests/exams are given only when the student misses a test/exam due to extreme emergency, such as, but not limited to: Student ill (doctor's excuse required), dependent family member ill (doctor's excuse required), death in family (proof may be required), civic duty, such as military service or jury duty (proof may be required, advanced notice required if possible).</p> <p>Students missing a test/exam without a valid excuse receive a grade of 0. False excuses will be considered academic dishonesty and will be dealt with as such.</p>
Academic Integrity:	<p>The college does not tolerate academic dishonesty. As outlined in more detail in <i>The Student Handbook</i>, academic dishonesty includes many things including cheating on an exam or quiz and plagiarism. Students who are not honest in their academic work will face disciplinary action along with an appropriate grade penalty. Procedures for disciplinary measures and appeals are outlined in the current <i>NOVA Student Handbook</i> at http://www.nvcc.edu/students/handbook/conduct.html. In extreme cases, academic dishonesty may result in dismissal from the College.</p>
Inclement Weather & Communication:	<p>Students are expected to immediately activate their official VCCS email account at if they have not already done so. They must check for messages on a frequent and consistent basis, and they must use their NOVA email account, not their personal email account, when communicating with instructors and other college personnel.</p> <p>Closings and emergencies are announced on the NOVA homepage. However, you can receive notification by cell phone or email if you register for NOVA Alert at https://www.getrave.com/login/nvcc/.</p> <p>In addition, it is recommended that you review the college policies regarding emergency closings and late openings at https://www.nvcc.edu/emergency/closing/index.html</p> <p>If this class is canceled due to a weather event or other unforeseen situation, students should check the course Blackboard site as soon as possible for instructions and assignments so that they will not fall behind in their work. Students are expected to be up to date with all assignments the next time the class meets.</p>

Safety & Security:

Emergencies can occur to anyone, anytime, anywhere. Emergency procedures posters are located throughout all NOVA campuses and facilities. Students should take the time to read one as it provides important information to help prepare for an emergency. If an emergency does occur, immediately call 911 and the college police at 703-764-5000. Always follow all directions given by emergency response personnel. For more emergency preparedness information, please visit NOVA's Office of Emergency Planning and Management (OEPM) at www.nvcc.edu/emergency . Specific procedures for various emergencies as well as an informative safety video can also be found at the above link.

Fire/Emergency Evacuation Procedures – “In case of emergency, please follow the emergency procedure as discussed on the first day of class and as posted in the classroom.”

Students with Disabilities:

It is the policy of NOVA to accommodate students with disabilities in accordance with federal and state laws. Students with a disability who need accommodations to succeed in their studies should contact the campus Disability Support Services counselor and provide appropriate documentation of the disability. Once accommodations are approved, it is the student's responsibility to ensure the instructor has received permitted accommodations and to discuss how they will be implemented. If students with accommodations have difficulty accessing any part of the course materials or activities for the class, they should contact the instructor immediately. Accommodations for test taking should be arranged in advance of the date of the test. For more information, visit the NOVA Disability Services website at <http://www.nvcc.edu/disability-services/> .