

INTRODUCTORY STATEMENT

Students are responsible for knowing and following the policies in the [Student Handbook](#). The following are highlights that students should be aware of as they begin a course.

Academic Integrity Policy

NOVA does not tolerate academic dishonesty. As outlined in more detail in *The Student Handbook*, academic dishonesty can include, but is not limited to, cheating on an exam or quiz and submitting work that is not your own (plagiarism). Because faculty members share a responsibility for a student's education and the value of a NOVA degree, they seek to prevent unethical behavior and, when necessary, respond to infringements of academic integrity. Penalties can include a failing grade on an assignment, a failing grade in the course, suspension, or expulsion from the college. Procedures for disciplinary measures and appeals are outlined in the [NOVA Student Handbook](#) and the [Academic Integrity Policy](#).

Closing Information

NOVA announces campus and college closings on the NOVA homepage. You can also receive notification by cell phone or email if you register for [NOVA Alert](#).

When a course is canceled due to a weather event or other unforeseen situation, check the course Blackboard site or NOVA email as soon as possible for instructions and assignments to avoid falling behind in coursework. You are expected to be up to date with all assignments the next time the class meets.

Please also review the [college policies regarding emergency closings and late openings](#).

Communication

Northern Virginia Community College (NVCC) faculty, staff, and administrators communicate with students through their official NVCC email accounts (____@nvcc.edu). Students are likewise required to use their VCCS email accounts (____@email.vccs.edu) to communicate with instructors and other college personnel and should check their email accounts regularly.

Course Drop/Withdrawal Policy

Please note two important dates related to your enrollment in a course:

- The 'census' date for a course is the last day to drop a course and receive a full tuition refund, and also the last day to change your grade status to audit.
- The 'withdrawal' date is the last day to withdraw without grade penalty.

Dropping a course after the census date and before the withdrawal date will result in a "W" grade appearing on your transcript. To identify these dates for your courses, please visit the [College Academic Calendar](#) and scroll down to the specific session for your course.

Disabilities and Accommodations

NOVA is committed to ensuring all students have an opportunity to pursue a college education regardless of the presence or absence of a disability. Information on NOVA's Disability Support Services, including how to reach a Disability Services Counselor, can be found at www.nvcc.edu/disability-services/index.html.

Emergency Preparedness

Information on what to do in case of an emergency can be found on NOVA's Office of Emergency Planning and Management (OEPM) website at www.nvcc.edu/emergency.

Financial Aid

Students receiving financial aid are expected to attend and complete all classes. Withdrawing from a class can dramatically impact your financial aid status and may require repayment. To understand the impact of withdrawing from a course please review pages 13-17 of the [Financial Aid Handbook](#).

NOVACares

During your time at NOVA, you may experience challenges including struggles with academics, finances, or your personal well-being. NOVA has support resources available. Please visit <http://www.nvcc.edu/novacares> if you are seeking resources and support or if you are worried about a friend or classmate.

TITLE IX

Title IX is a civil rights law that prohibits discrimination on the basis of sex in educational programs, activities, admission and employment. Complaints of sex-based discrimination, sexual violence, domestic violence, dating violence, and sexual or gender-based harassment are governed by the Title IX Policy. For information about Title IX or to make a report, please visit: <https://www.nvcc.edu/titleix/index.html>.