



Classroom Attendance and Conduct

No. 6330

Policy Effective Date:
1/9/1990

Last Revision Date:
10/31/2001

Policy Owner:
[Click or tap here to enter text.](#)

Policy Author: *(Contact Person)*
[Click or tap here to enter text.](#)

Affected Parties:
Undergraduate
Graduate
Faculty
Staff
Other

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1.0 Purpose

2.0 Policy

Regular class attendance is expected of all students. Grades are based on the performance of assigned work, including classroom work. The University does not observe a formal "cut" system. The professor has the authority to decide the classroom conduct of his or her students if these actions do not infringe on the students' rights. Eating and drinking in class will be at the professor's discretion where policy and safety allow. Smoking shall only be as permitted by University policy.

"Faculty are expected to provide students with a course syllabus on the first day of class each semester, including course objectives, topical outlines, and the expected performance for which grades will be assigned as well as the instructor's attendance policy IF ANY (Faculty Handbook, Section 4.6.1).

Additionally, "class meetings are an integral part of most courses and the central component on many. Therefore, both faculty and students are expected to meet at all regularly scheduled times, except for cancellations announced on a university-wide basis by appropriate authority. When faculty cannot meet a class, it is their responsibility to follow departmental procedures so that appropriate measures can be provided for the missed class. When students cannot attend a class, it is their responsibility to make arrangements for any work missed as soon as possible" (Faculty Handbook, Section 4.6.2).

3.0 Procedures

4.0 Definitions

5.0 References

1. Policy Memorandum No. 143, "Policy on Classroom Attendance," approved by University Council and the President on February 21, 1994.
2. Faculty Handbook, Section 4.6.1
3. Faculty Handbook, Section 4.6.2

6.0 Approval and Revisions

- Revision 0

Approved January 9, 1990, by University Registrar, Wanda Dean.



Virginia Polytechnic Institute and State University

Reviewed August 22, 1990, by Vice Provost for Academic Affairs, James F. Wolfe. No changes.

- Revision 1

Section 2. Added paragraphs 2 and 3.

Section 5. Added items 1, 2 and 3.

Approved January 12, 1999, by Vice Provost for Academic Affairs, David R. Ford.

Annual review October 31, 2001 by Vice Provost for Academic Affairs, David R. Ford. No revisions.