

NOVA Policies and Procedures

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

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 - Student Ombuds Services (SOS)
- TITLE IX
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Academic Integrity Policy

NOVA promotes and emphasizes the importance of honesty in academic work. It is therefore imperative for students to maintain the highest standard of honor in their scholastic work.

Academic dishonesty, as outlined in more detail in the [Academic Integrity Policy \(Policy Number:](#)

[224](#)), can include, but is not limited to cheating on an exam or quiz, submitting work that is not your own (plagiarism), or sharing assessments online. Consequences of academic dishonesty can include a failing grade on an assignment, a failing grade in the course, and may include additional administrative sanctions such as suspension or expulsion from the college. Procedures for disciplinary measures and appeals are outlined in the [Academic Integrity Procedures](#). It is a student's responsibility to become familiar with the student code of conduct. Lack of awareness is no excuse for noncompliance with NOVA's policies and procedures.

NOVA Faculty may choose to use tools such as Turnitin to detect and flag instances of plagiarism in academic writing.

The use of AI to complete assigned work may be considered a violation of the academic integrity policy. Students are urged to be cautious when using any web tools designed to assist with assignments without their instructors' explicit permission to do so and to cite their sources in all their work.

Accommodations and Accessibility Services

NOVA is committed to ensuring all students have an opportunity to pursue a college education regardless of the presence or absence of a disability. No academically qualified student with a disability will be denied access to or participation in the services, programs, and activities of the College. Your access to and inclusion in this course is important to NOVA and me. Please request your accommodation letter (Memorandum of Accommodations) early in the semester or as soon as you become registered so that we have adequate time to arrange your approved academic accommodations. Returning students must renew their Memorandum of Accommodations (MOA) every semester; these students should submit the request 24 hours or later after enrolling in at least one class. Allow up to 7 business days for the request to be approved.

Accommodations are provided for in-person, online, and remote/synchronous (Zoom) learning. To get started, review NOVA's [Accommodation and Accessibility Services](#) website. Following a meeting with a counselor, you will be issued a Memorandum of Accommodation (MOA). You must provide your MOA to your professors, testing proctor, and/or tutoring center in order to receive your accommodations. You may provide your MOA any time during the semester; however, accommodations are not retroactive. You may email your MOA or provide me with a printed copy. I will send you an email to acknowledge receipt. If I have any questions or if there is anything about your accommodations you wish to explain, we will schedule a meeting outside of class for that purpose. Please remind me of any special arrangements that must be made in advance of tests and assessments. If you need a sign language interpreter, or if you need live captions for your Zoom class, send an email to interpreters@nvcc.edu.

Buy Books with Excess Financial Aid

If your anticipated financial aid is more than what you owe for the semester, you may use your excess aid to purchase books, supplies, or even a laptop through the NOVA Bookstore during the [disbursement dates](#). Note that prior to disbursement, excess financial aid can only be used to purchase course books (physical and digital) and supplies at the NOVA Bookstore, not from other vendors. Any holds on a student's account regarding a debt to the College must be resolved prior to using financial aid at the bookstore.

Career Services

The College is committed to providing career services to all students as part of the comprehensive educational journey. [Career Services](#) assists students with exploring, developing and setting goals related to each student's unique educational and academic needs. These services include career

assessments, occupational information, goal setting, planning and employment resources. You can [request an appointment with a career counselor](#).

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](#). Also review NOVA's guidance on [emergency closings, delayed openings, and continuation of instruction](#).

If a course is canceled due to a weather event or other unforeseen situation, check the course Canvas site or NOVA email (@email.vccs.edu) 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.

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. Students should check their [email accounts](#) regularly.

Course Drop/Withdrawal Policy

Please note these important deadlines related to your enrollment in a course:

- Students may drop courses through NOVAConnect until the last day to drop with a tuition refund (census date). Students who drop a class during this period will receive a full refund.
- Requests to change your grade status to audit must also be completed before the last day to drop with a tuition refund (census date).
- Students who do not attend at least one class meeting or participate in an online learning class by the last day to drop with a tuition refund (census date) may be administratively withdrawn from the class. This means that there will be no record of the class or any letter grade on the student's transcript. The student's tuition will not be refunded.
- The *Last Day to Withdraw* is the last day to withdraw from classes without a grade penalty. Students will receive a grade of W. Students may withdraw from a course through NOVAConnect. The student's tuition will not be refunded. Withdrawing from a course after the census date and before the withdrawal date will result in a "W" grade appearing on your transcript.

To identify these important dates for your courses, please visit the [NOL Academic Calendar](#) and locate the specific session for your course. Please note that any drops or withdrawals from a course may impact [financial aid](#), [international student status](#), or [military benefits](#). Students with questions should check with the appropriate offices.

Financial Stability and Advocacy Centers

[The Financial Stability and Advocacy Centers](#) provide assistance to students who are experiencing financial hardships that might prevent the students' academic success. The personnel at the Financial Stability and Advocacy Centers work with students to identify college or community services available. For more information, please visit the [Financial Stability and Advocacy Centers](#) webpage, or contact the office by calling 703.323.3450 or

emailing financialstability@nvcc.edu.

Forms to Request Services and Assistance

[NOVA's Forms Library](#) is where you can access forms frequently used by the College. The forms are available in Portable Document Format (.pdf), Online or Excel. Some of the forms you will find online include:

Accommodations and Accessibility Services: Request for Alternate Format

Course grade appeal

Enrollment Services: Course Repeat Request

Enrollment Services: Enrollment with Permission

Financial Aid: Satisfactory Academic Progress (SAP) Appeal Form

Parking Services: Vehicle Registration Form

Student Grievance Forms

Veteran Enrollment Request Form (VERF)

You also have the option to [Make a Report](#) to the college. Here is the list of reports you can submit:

- Report an academic violation.
- Report a student conduct violation (non-academy integrity).
- Report Sexual Misconduct (Title IX).
- Report a student needed assistance (non-conduct).
- Title IX Pregnant and Parenting Accommodation Request.
- Ombuds Assistance Request.

Libraries

[NOVA Libraries](#) support the mission of the College to deliver in-person and online postsecondary teaching, learning, and workforce development to students, faculty, staff and community members. The libraries promote equity and inclusion by addressing systemic barriers to student success and fostering intellectual curiosity, creativity and critical thinking. At our libraries, you may borrow books/printed material, access article databases, access videos, connect to Wi-Fi, use the printers, and reserve a study room.

Office of Wellness and Mental Health

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 contact the [Office of Wellness and Mental Health](#) if you are seeking resources and support, or if you are worried about a friend or classmate.

Prerequisite Verification Statement

As noted in the [Course Prerequisites Policy](#), some courses have prerequisite or corequisite requirements that are established to foster a student's success in the course. Students may not enroll in a course for which they do not meet the prerequisites by the time the course begins or for which they do not simultaneously enroll in any corequisite. Students may be administratively dropped from any course for which they have not met the prerequisite. If a course has a prerequisite, it is the responsibility of the student to ensure completion of this pre-requisite course first. Any student needing assistance in determining prerequisite or corequisite requirements can reach out to their faculty member or Campus Academic Division office for support.

Remote Student Support Services

If you need academic assistance or need college services but cannot make it to campus, many of our services can be accessed remotely. We can provide assistance from several departments, including the following:

- [Academic Advising](#)
- [Canvas and Course Resources](#) (guides and tutorials)
- [Financial Aid](#)
- [IT Help Desk](#)
- [Library Support](#)

Student Rights and Responsibilities

The Office of Student Rights and Responsibilities (OSRR) promotes and encourages honesty, integrity, and respect among NOVA students and staff. We accomplish our mission through education, compliance through behavioral standards, and support of individual rights. Our work helps enhance the quality of the NOVA community and equips students with the knowledge, skills, and resources to be successful inside and outside of the classroom.

The Office of Student Rights and Responsibilities (OSRR) comprise the following areas:

[Student Integrity and Conduct](#)

Investigate alleged violations of the Student Code of Conduct.

- Adjudication of informal and formal Code of Conduct hearings
- Mediation (settling differences)
- Student development workshops
- Professional development workshop on topics like Conflict Resolution and Classroom Management
- Referrals to resources and services

[Student Ombuds Services \(SOS\)](#)

For students who believe an unfair resolution was made for a formal complaint made to NVCC (i.e., academic concerns, ethical behavior, violation of College policies and/or procedures, business services, financial aid, etc.), SOS will investigate the student's concern.

- Confidential - students may discuss problems or issues in a confidential manner
- Independent - of any individual/office within NVCC
- Informal - review matters received and make informal inquiries to offer resolution options, make referrals, and mediate disputes.
- Neutral - strives for impartiality, fairness, and objectivity in the treatment of people and the consideration of issues
- Voluntary – it is the student's responsibility to contact SOS for services

Contact: Dr. Tanneh Kamara

Coordinator, Student Ombuds Services (SOS), Office of Student Rights and Responsibilities

Phone: 703-530-2834

Email: ombuds@nvcc.edu

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 more information or to make a report, visit the [Office of Title IX](#).

Tutoring

NOVA's Tutoring Centers offer **free** in-person and virtual tutoring to all NOVA Nighthawks. To request an appointment for one-on-one tutoring, either in-person or via Zoom, log in to myNOVA to select [EAB Navigate](#).

In addition to in-person tutoring, [24/7 Tutoring](#) is an online tutoring service that Northern Virginia Community College offers for free to **all** students. 24/7 Tutoring provides tutoring in a variety of subjects, many of which are available 24/7. To access 24/7 Tutoring, click on the **24/7 Tutoring** link located in your course on the navigation menu.