

# NOVA Policies and Procedures

Students are responsible for knowing and following College policies, and they should be aware of the [Student Resources](#) available to them. The following are highlights of information that students should be aware of as they begin a course.

Academic Integrity Policy

Accommodations and Accessibility Services

Career Services

Closing Information

Communication

Course Drop/Withdrawal Policy

Enrollment Cancellation

Financial Stability and Advocacy Centers

Forms to Request Services and Assistance

- 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)

Important Dates

Winter Session and Spring 2026 Important Dates

Winter Session and Spring 2026 Breaks & Holidays

Libraries

NOVA All Access

Office of Wellness and Mental Health

Prerequisite Verification Statement

Remote Student Support Services

Student Rights and Responsibilities

Student Integrity and Conduct

Student Ombuds Services (SOS)

TITLE IX

Tutoring

## **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 your professors. Please request your accommodation letter (Memorandum of Accommodations) early in the semester or as soon as you become registered so that you have adequate time to arrange your approved academic accommodations with your professors. 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 to receive your accommodation. You may provide your MOA any time during the semester; however, accommodations are not retroactive. You may email your MOA to your professors or provide them with a printed copy. They will send you an email to acknowledge receipt. You and your professors should schedule a meeting outside of class to discuss questions regarding your MOA. Please remind your professors 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](mailto:interpreters@nvcc.edu).

Your ability to fully participate in this course matters. If you experience any difficulty accessing course content, activities, or technology, please contact me as soon as possible so that we can address the issue together. Accessibility is a shared responsibility, and your feedback helps ensure that all students have access to learning.

## **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 [College Academic Calendar](#) and scroll down to 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.

## **Enrollment Cancellation**

- Students who do not make payment arrangements for their courses will be dropped.
- Students dropped for nonpayment cannot be enrolled in a course after the Last Day to Add/Drop, even if they have attended the class and completed coursework. Only students who were dropped due to college error are eligible for late enrollment (enrollment after the Last Day to Add/Drop).
- See <https://www.nvcc.edu/admissions/tuition/payment/index.html> for Payment Options.

## Financial Stability and Advocacy Centers

The [Financial Stability and Advocacy Center](#) provides 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 Center](#) webpage, or contact the office by calling 703.323.3450 or emailing [financialstability@nvcc.edu](mailto: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.

## Important Dates

The [academic calendar](#) provides information about important dates and deadlines each semester. Visit this calendar to learn about

- Open registration dates.
- Academic advising dates.
- Registration dates.
- Deadlines to pay tuition fees.
- First and Last day of classes
- Deadline to drop the class with a tuition refund or change classes to audit.
- Deadline to withdraw without grade penalty (W) and no refund.
- Final Exams Schedule.
- Breaks and holidays.
- Financial aid disbursement dates.
- Deadline to apply for graduation.

## Winter Session and Spring 2026 Important Dates

Winter Session and Spring 2026	4-week Winter Term	15-week Term	1st 7-week Term	13-week Term	2nd 7-week Term
Last day for students to add their names to the wait list	December 4	January 7	January 7	January 21	March 11
Classes Begin	December 17	January 20	January 20	February 3	March 24
Last day to add/enroll in a course—payment is due at time of enrollment	December 18	January 26	January 22	February 9	March 26
Last day to drop with a tuition refund or change to audit (census date) **	December 22	February 5	January 27	February 17	March 31
Last day to withdraw without grade penalty ***	January 5	March 30	February 18	April 2	April 22
Classes/exams end	January 17	May 11	March 9	Mary 11	May 11
Last day to submit grades	January 19	May 13	March 11	May 13	May 13

## Winter Session and Spring 2026 Breaks &amp; Holidays

Martin Luther King, Jr. Holiday; College closed	January 19, 2026
Spring Break (classes do not meet)	March 16-22, 2026

\* To find the last day to drop with tuition refund (census date) for a variable duration (dynamic) course, go to [schedule of class](#), search for the course, then click on the class number.

\*\* Withdrawals after this date require documentation of mitigating circumstances and permission of the instructor and the academic dean. Please check NOVAConnect for start dates and census dates for variable duration (dynamic) sessions.

## 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.

## NOVA All Access

[NOVA All Access](#) is the default way to obtain your required course materials (physical and/or digital) at NOVA.

- You are automatically enrolled when you register for classes.
- A fee of \$22.50 per credit hour is added to your student account. This fee appears along with your tuition and other charges.
- All Access does not apply to Workforce and Professional Development students and contracted dual enrollment students.

Compare the cost of All Access with buying materials on your own. If All Access costs more than other options, then opt out of the program. All Access is optional, but remember:

- You can opt out each semester, but your decision applies to all your classes that semester.

- You can opt out (or opt back in) only at certain times. Don't miss your chance to choose what's right for you.
- If you opt out, the fee will be refunded. If you opt back in, the fee is added again.

If your course uses OER materials (for “open educational resources”) or is “no materials required,” your instructor will let you know the best way to obtain your course materials. You *may not be required* to purchase textbooks and other materials for this course. We are making this information available so you can make an informed choice about participating in NOVA’s new course materials program, *NOVA All Access*.

The opt-out windows for All Access are...

- For winter 2025: Nov. 17-Dec. 22
- For spring 2026: Dec. 22 to your earliest census date

To find the specific dates for your session:

- [View NOVA's Academic Calendar](#)
- [Check the NOVA Online Calendar](#)

Through the All-Access program, most physical books are rentals. Plan to return your rental books to the campus bookstore at the end of each semester. If you have rental books that you have not returned from a previous semester, please return those as well.

## **Office of Wellness and Mental Health**

During your time at NOVA, you may experience challenges including struggles with academics 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](mailto: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. Students can drop by any one of campus Tutoring Centers for walk-in services or set up an appointment for tutoring. To request an appointment for one-on-one tutoring, either in-person or via Zoom, log in to myNOVA to [select EAB Navigate](#). For more information and for Tutoring Center locations, visit [Tutoring & Academic Support](#). In addition, 24/7 online tutoring (via Brainfuse) is free to all students. To access online tutoring, click on the **24/7 Tutoring link** located in your Canvas course in the course navigation menu.