



## Classroom Attendance and Conduct

### No. 6330

**Policy Effective Date:**  
1/9/1990

**Last Revision Date:**  
10/12/2022

**Policy Owner:**  
Cyril Clarke

**Policy Author:** (*Contact Person*)  
Rick Sparks

**Affected Parties:**  
Undergraduate  
Graduate  
Faculty  
Staff  
Other

**1.0 Purpose**  
**2.0 Policy**  
**3.0 Procedures**  
**4.0 Definitions**  
**5.0 References**  
**6.0 Approval and Revisions**

### 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.

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.

### 3.0 Procedures

### 4.0 Definitions

### 5.0 References

Policy Memorandum No. 143, "Policy on Classroom Attendance," approved by University Council and the President on February 21, 1994. PPM 143 was incorporated into policy 6330 and subsequently was retired.

[Faculty Handbook](#)

### 6.0 Approval and Revisions

- Revision 0  
Approved January 9, 1990, by University Registrar, Wanda Dean.

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



## Virginia Polytechnic Institute and State University

- 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.

- Revision 2

Technical revision to remove references to specific sections of the Faculty Handbook because the organization of the Faculty Handbook changes slightly from year to year. The Faculty Handbook merely references the language of this policy.

Approved October 12, 2022 by Vice President for Policy and Governance, Kim O'Rourke.