

Central Virginia Community College Policies
V – Academic Administration and Responsibilities
Absence from Classes



Policy #:	CVCC0114
Effective:	__/__/__
Last Reviewed/Revised:	10/14/2022
Responsible Dept.:	Academic and Student Affairs
Other Policy References:	NA

Absence from Classes

From time to time an absence from class may occur. Faculty should notify the appropriate division office as soon as they become aware of the need to be absent.

- When possible, faculty should ensure arrangements for a meaningful activity (either in or out of class) have been made for the students during the class period. Blackboard provides a great venue for posting an assignment or project for the students to do during an absence.
- The administrative assistants in the division or off-site center will be happy to post a sign outside the classroom with assignment instructions.
- If the absence is due to College-related travel, please make sure a travel request has been completed as stated in the CVCC Travel Policy in this manual.