

# **Piedmont Virginia Community College**

## **Section I – Academic Affairs and Workforce Development Policies**

### **I – 125.0 Time Limits for Awarding Course Credit in Degree Programs**

Effective Date: November 2008

Last Revised: Month Year March 2026

Responsible Dept.: VP of Academic Affairs & Workforce Development

#### **1. Purpose**

This policy defines how PVCC determines the length of time that a completed course continues to count toward the fulfillment of a degree program.

#### **2. Policy Statement**

Certain programs provide instruction in which the content of courses, due to the nature of the industry or discipline, changes frequently. In order to provide students with the most up-to-date information, courses and course content in some disciplines must change to keep pace with employer demands or discipline advances.

Academic program faculty may specify for how many years since a course was taken it will continue to count toward fulfilling degree requirements in specific programs. That is, a course in a particular program may have to be completed within a specified number of years as determined by program faculty.

#### **3. Definitions**

Continuously enrolled in a program of study: Students who are enrolled in a program of study who have not had a break in enrollment of two semesters or fewer (including summer) are considered continuously enrolled in a program of study.

#### **4. Applicability**

This policy applies to all courses taught in degree programs.

PVCC does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. View the full nondiscrimination statement and find contacts at [pvcc.edu/nondiscrimination](http://pvcc.edu/nondiscrimination).

## 5. Responsibilities

Program Faculty, the Curriculum and Instruction (C&I) Committee, VP of Academic Affairs and Workforce Development, and the President are responsible for implementing this policy.

## 6. Procedures for Implementation

Program faculty are responsible for periodic review of course content to ensure that current information is provided to students. Faculty must review the courses within their program at least once every five years during the program review process.

If faculty determine that time limits are necessary for specific courses in particular programs, they must present a proposal to the Curriculum and Instruction (C&I) Committee identifying the course, the time limits on the course and the program or programs in which the course will have the time limits imposed. They must also provide a rationale for imposing time limits. (It may be that some courses will have time limits in some programs and not in others.)

If the C&I Committee recommends that the proposal be accepted, the proposal is sent to the VP-AAWD's Council and then to the President for review and approval.

If the President approves the proposal, the time limit restrictions of the course will be listed on the specified program sheets in the *Catalog*, on appropriate places on the College website, and in all printed formats showing program information.

Unless specified in the written admission criteria for any program, students who have been continuously enrolled in a program of study **as defined in Section 3** will not be required to repeat a course that has had a time limit imposed after they began the program. However, students who have had more than a three-semester break will be required to repeat a course that has had time limits imposed.

If the faculty's periodic review of the curriculum results in adding a new course or a significant content revision of an existing course in a program of study, students who have been continuously enrolled in the program of study will not be required to complete the new course or significantly revised course. (This is a "grandfather" clause.) However, students who have not been continuously enrolled will be required to take the new or revised course.

## 7. Sanctions for Violation of Policy

N/A

## 8. Other General Information

N/A