

Piedmont Virginia Community College

Section I – Academic Affairs & Workforce Development Policies

I – 40.0 Determination of Credit/Non-Credit Instruction

Effective Date: November 2008

Last Revised: March 2026

Responsible Dept.: Vice President of Academic Affairs and Workforce Development

1. Purpose

To provide instructional programs that serve the students, college, and community.

2. Policy Statement

Courses/programs are offered in a format that best meets the needs of students, employers, the community, and the college. This policy also applies to review and redevelopment of existing courses/programs.

3. Definitions

N/A

4. Applicability

This policy applies to all credit and non-credit courses at PVCC.

5. Responsibilities

The Office of the Vice President of Academic Affairs and Workforce Development is responsible for the implementation of this policy.

6. Procedures for Implementation

All courses/programs will be offered “for credit” unless a compelling argument for offering

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as noncredit is made. All instructional divisions may offer credit courses. However, the workforce development division is limited to offering contract training credit courses. The following factors will be considered:

1. Student objectives
 - a) Academic credentialing
 - b) Industry certification and/or licensure
 - c) Career/skills enhancement
 - d) Personal enrichment
2. Employer/ Community requirements
 - a) Employer requirements for employment
 - b) Immediate occupational demand (time to market is immediate)
 - c) Specialized (contract) training
 - d) Industry requires continuing education
3. Student access
 - a) Availability of financial aid
 - b) Student/employer willingness to provide information required on credit application
4. Compelling reasons for using noncredit format
 - a) Less than 13 contact clock hours are required to achieve the learning outcomes.
 - b) There is no comparable/appropriate course in the VCCS master course file.
 - c) The employer requires specific contract training.
 - d) SACS qualified faculty are not readily available.
 - e) Students or employers request a noncredit format (noncredit admissions, no final exam, minimal/optional prerequisites, no residency requirements for employees, etc.)
 - f) The course is a “stand alone” offering and not part of a program of study.

Faculty collaborate with Deans to identify courses and programs that need to be developed or reviewed, and to determine if credit or noncredit format is the most appropriate. These recommendations are reviewed and approved by the VPAAWD.

Faculty collaborate with Deans to present courses and programs for approval according to PVCC policy. The VPAAWD and C&I Committee review the recommendations, and depending on the recommendation, the final approval will come from either Cabinet, College Board, VCCS, or SCHEV. Contact the VPAAWD to identify the appropriate approval process.

All noncredit offerings will be reviewed at least every other year to determine if this format continues to be the most appropriate.

All credit courses/programs will be evaluated when enrollment consistently fails to meet established benchmarks. Prior to eliminating the course/program, a review to determine if a noncredit offering would be viable will be take place.

7. Sanctions for Violation of Policy

N/A

8. Other General Information

N/A