

Piedmont Virginia Community College

Section I – Academic Affairs & Workforce Development Policies

I – 45.0 Course Enrollment Override

Effective Date: September 2008

Last Revised: March 2026

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

1. Purpose

To provide a process whereby students may be allowed enrollment in course for which they appear not to be eligible.

2. Policy Statement

Upon approval, students may enroll in courses for which they may not be otherwise eligible to do so.

3. Definitions

N/A

4. Applicability

This policy applies to all students enrolled in classes 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

Override Forms should have the following information:

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.

- a) Date
- b) Counselor/dean/VP's name
- c) Transcripts attached – with prerequisite course highlighted or circled
- d) SAT or ACT scores attached, or Placement Test Scores listed if not in system
- e) Reason for override

Complete procedure in SIS as established in SIS procedure manual.

6.1 Guidelines

1. Welcome Center and Counseling Office may override enrollment for:
 - a) Students who provide documented evidence (college transcript, SAT, ACT, AP, CLEP or other advanced placement documentation) that prerequisite coursework has been successfully completed.
 - f) Students who present a transcript demonstrating a completed bachelor's, master's, and/or doctorate degrees that demonstrate prior knowledge in the subject area.
 - b) Students who provide Compass placement test scores from another Virginia Community College, provided the scores are available in the SIS; and (4) provide GRE Scores in lieu of SAT or ACT scores
2. Division Dean approval is required for:
 - a) Students currently enrolled in the prerequisite at another university or College
 - b) Students without documentation that prerequisites have been met
 - c) Class limit overrides
 - d) All enrollment requests after the first week of class
3. Students wishing to enroll on a course they unsuccessfully completed for the 3rd time are referred to the VP for Instruction and Student Services. After this approval has been obtained, the Welcome Center or Counseling Office will register the student. In the absence of the VPISS, the Dean of Student Services may grant this approval.
4. Placement test scores older than five years are acceptable, but students should be advised that these scores may not reflect current competence in the area. Students should be encouraged to retake the relevant placement test(s).
5. Overrides can be done via the telephone provided the required documentation has been received at the college. For the purposes of documenting those prerequisites have been met, student copies received via email or fax are acceptable.

7. Sanctions for Violation of Policy

N/A

8. Other General Information

N/A