

PIEDMONT VIRGINIA COMMUNITY COLLEGE

I – ACADEMIC AFFAIRS POLICIES

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

Policy #: I – 125.0
Effective: November 2008
Revised:
Responsible Dept.: VPISS

Purpose

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.

Policy

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.

Procedure

1. 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.
2. If faculty determine that time limits are necessary for specific courses in particular programs, they must present a proposal to the Curriculum and Instruction 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 the time limits. (It may be that some courses will have time limits in some programs and not in others.)
3. If the C&I Committee recommends that the proposal be accepted, the proposal is sent to the Vice President's ISS Council and then to the President for review and approval.
4. 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.

5. Unless specified in the written admission criteria for any program, students who have been continuously enrolled in a program of study [defined as having any break from enrollment be less than three semesters (including summer)] 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.

6. 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 (as defined above) 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.