

# PIEDMONT VIRGINIA COMMUNITY COLLEGE

## I – ACADEMIC AFFAIRS POLICIES

### I – 45.0 ENROLLMENT OVERRIDE

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<b>Policy #:</b>	<b>I – 45.0</b>
<b>Effective:</b>	<b>September 2008</b>
<b>Revised:</b>	
<b>Responsible Dept.:</b>	<b>VPISS</b>

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#### **Purpose**

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

#### **Policy**

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

#### **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
  - b. Students who present a transcript demonstrating a completed Bachelor's Degree, Master's and/or PhD that demonstrates prior knowledge in the subject area
  - c. 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 in 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 that prerequisites have been met, student copies received via email or FAX are acceptable.

## **Procedure**

1. Override Forms should have the following information:
  - 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.