ACADEMIC POLICIES AND INFORMATION

Academic Integrity

When College officials award credit, degrees, and certificates, they must assume the absolute integrity of the work students have done; therefore, it is important that students maintain the highest standard of honor in their scholastic work.

The College does not tolerate academic dishonesty. Students who are not honest in their academic work will face disciplinary action along with the grade penalty the instructor imposes. Procedures for disciplinary measures and appeals are outlined at https://www.nvcc.edu/policies/_files/224-Academic-Integrity.pdf. In extreme cases, academic dishonesty may result in dismissal from the College. Academic dishonesty, as a general rule, involves one of the following acts:

- cheating on an examination or quiz, including giving, receiving, or soliciting information and the unauthorized use of notes, other materials, or technologies during the examination or quiz;
- buying, selling, stealing, or soliciting any material purported to be the unreleased contents of a forthcoming examination, or the use of such material;
- substituting for another person during an examination or allowing another person to take the student's place;
- plagiarizing, which means taking credit for another work or ideas. This includes copying another person's work either word-for-word or in substance without acknowledging the source;
- accepting help from or giving help to another person to complete an assignment, unless the instructor has approved such collaboration in advance;
- knowingly furnishing false information to the College; forgery and alteration or use of College documents or instruments of identification with the intent to defraud.

Attendance and Student Participation

Education is a cooperative endeavor between the student and the instructor. Instructors plan a variety of learning activities to help their students master the course content. Students are expected to participate in these activities within the framework established in the class syllabus. Faculty will identify specific class attendance policies and other requirements of the class in the syllabus that is distributed at the beginning of each term. Successful learning requires good communication between students and instructors; therefore, in most cases, regular classroom attendance, or regular participation in the case of a nontraditional course format, is essential.

It is the student's responsibility to inform their instructor prior to an absence from class. Students are responsible for making up all coursework missed during an absence.

To receive any letter grade, a student must have attended at least one synchronous class meeting or the equivalent asynchronous distance learning class as defined in VCCS Policy 5.6.8 Class Attendance. If a student does not attend at least one class meeting or participate in an online class by the "last day to drop with a tuition refund" (census date), their class registration will be administratively deleted, which means no record of the class or any letter grade will be on the student's transcript. Furthermore, the student's class load will be reduced by the course credits, and this may affect their full-time or part-time student status. Tuition will not be refunded.

Examinations

Students are expected to take tests at regularly scheduled times. In addition, every student is required to take a final examination, receive an appropriate evaluation instrument, or continue receiving instruction during the scheduled final examination period. Any deviation from the final examination schedule must be approved by the campus provost. Students have the right to review their final exam for one semester after the end of the term in which the final exam was taken.

Course Load

The minimum full-time academic load is 12 credits, and the maximum full-time load is 18 credits, or 19 credits, if one is a one-credit Student Development (SDV) course. To enroll in more than 18 credits, students must have a 3.00 grade point average or higher in the last 12 credits or most recent semester of full-time enrollment completed at NOVA or another accredited college or university and the approval of the dean of student success at their primary campus. In the case of students with considerable professional experience, successful completion of college-level training may substitute for the credit hour and GPA requirement. Approval for an overload based on professional training may be granted by the dean of student success in consultation with the appropriate program head/program director.

Students requesting an academic overload should visit the College Forms Library (https://www.nvcc.edu/forms/), Forms for Students, to complete the Academic Overload Request (More than 18 Credits, Excluding SDV), College Form 125-016 (https://dashboard.nvcc.edu/EForms/125-016/), and email it to academicoverload@nvcc.edu for review.

Credits

A credit at NOVA is equivalent to one collegiate semester hour. One credit is awarded for each of the following:

- one hour per week of lecture (15 hours per semester plus an exam period)
- two hours per week of laboratory with one hour of out-of-class practice (45 hours per semester plus an exam period)
- three hours per week of laboratory with no out-of-class practice (45 hours per semester plus an exam period)

Courses offered in a nontraditional format require an equivalent amount of time in learning activities.

Grades

Grade Reports

Grades are obtained through myNOVA at https://portal.my.vccs.edu (http://www.nvcc.edu/novaconnect/). Grade reports are not mailed.

Grading System for Credit Classes

To receive any letter grade, a student must have attended a minimum of one class meeting or the equivalent in the case of an online course. In an online course, initial student attendance is determined by completing a class assignment. The College will administratively drop students who enroll in a course but do not attend a minimum of one class meeting or the online learning equivalent by the census date. Existing College policies regarding tuition refund shall remain in effect.

The grades of "A," "B," "C," "D," "P," and "S" are passing grades. Grades of "F" and "U" are failing grades. "R" and "I" are interim grades. Grades of "W" and "X" are final grades carrying no credit.

The quality of performance in any academic course is reported by a letter grade, the assignment of which is the responsibility of the instructor. These grades denote the character of study and are assigned quality points as follows:

A = Excellent - 4 grade points per credit
B = Good - 3 grade points per credit
C = Average - 2 grade points per credit
D = Poor - 1 grade point per credit
F = Failure - 0 grade points
I = Incomplete - No grade point credit. The incomplete ("I") grade is used only for verifiable unavoidable reasons where a student is unable to complete a course within the allotted course time. To be eligible to receive an "I" grade, the student must have satisfactorily completed more than 60 percent of the course requirements and attendance and must request the faculty member to assign the "I" grade and indicate why it is warranted. The faculty member has the discretion to decide whether the "I" grade will be awarded.

Since the "I" grade extends enrollment in the course, requirements for satisfactory completion will be established through consultation between the faculty member and the student and documented on the "I" Grade Assignment Form (125-076 (https://dashboard.nvcc.edu/EForms/125-076/)). In assigning the "I" grade, the faculty must complete documentation that:

- states the reason for assigning the grade;
- specifies the work to be completed and indicates its percentage in relationship to the total work of the course;
- specifies the date by which the work must be completed; and
- identifies the default grade ("B," "C," "D," "F," "P," "R," or "U") based upon coursework already completed.

Completion dates may not be set beyond the last day of the subsequent semester (to include the Summer Session) without written approval of the provost. The student will be provided with a copy of the documentation. All "I" grades that have not been changed by the faculty member through the normal grade change processes will be subsequently changed to the default grade assigned by the faculty member. An "I" grade will be changed to a "W" only under documented mitigating circumstances, which must be approved by the provost.

P = Pass - No grade point credit. Applies only to non-developmental courses. The "P/U" grading option may be used for an entire section of any course but not for an individual student within a course. Use of this grade must be approved by the academic dean. Grades of "P" are not included in grade point average calculations. Only seven credit hours of "P" grades may be applied toward graduation. This maximum may be extended to 15 credit hours for an Experiential Learning Portfolio course (formerly known as PLACE).

R = Reenroll - No grade point credit. The reenroll "R" grade may be used as a grade option in developmental and College ESL courses only to indicate some progress toward meeting course objectives. To complete the course objectives, students receiving an "R" grade must reenroll in the course and pay the specified tuition.

S = Satisfactory - No grade point credit. Used only for satisfactory completion of a developmental studies course (numbered 1-9) or any College ESL course. Grades of "S" are not included in grade point average calculations.

U = Unsatisfactory - No grade point credit. Applies to non-developmental courses being offered with a "P/U" grading option, as well as to developmental studies, ESL courses, noncredit courses, and specialized courses and seminars at the discretion of the College. The "P/U" grading option may be used for an entire section of any course but not for a single individual student within a course.

W = Withdrawal - No grade point credit. A grade of "W" is awarded if a student withdraws or is withdrawn from a course after the add/drop period but prior to the completion of 60 percent of the session. After the 60 percent point, the student will receive a grade of "F" except under mitigating circumstances that must be documented on the 125-047 (https://www.nvcc.edu/forms/pdf/125-047.pdf) Form. See also "Withdrawal from a Course (https://catalog.nvcc.edu/enrollment-information/)" section, under "Enrollment Information (https://catalog.nvcc.edu/enrollment-information/)."

X = Audit - Students auditing a course may attend without taking examinations or receiving credit for the course. Permission of the instructor and the academic dean is required to audit a course no later than the census date for the course.

See "Auditing a Course (https://catalog.nvcc.edu/enrollment-information/)," under "Enrollment Information (https://catalog.nvcc.edu/enrollment-information/)," for more information.

Calculating the GPA

The grade point average (GPA) is determined by dividing the total number of grade points earned in courses by the total number of credits attempted. Courses that do not generate grade points are not included in credits attempted. The GPA is carried out to two digits past the decimal point (example 1.00). No rounding shall be done to arrive at the GPA.

Three types of GPA are defined by the Virginia Community College System (VCCS).

Semester GPA is determined by dividing the total number of grade points earned in courses attempted for the semester by the total number of credits attempted.

Cumulative GPA, which includes all courses attempted, is computed each semester and is maintained on a continuing basis as a record of the student's academic standing. When students repeat a course, please refer to the Repeating a Course section below for the computation of the cumulative GPA and for satisfying curricular requirements. In instances of courses designated as repeatable for credit or General Usage courses, all grades/credits are counted in the computation of the cumulative grade point average. Grades of "S," "P," "U," "W," "X," and "I" shall not count as first or subsequent attempts when calculating cumulative GPA. Courses that do not generate grade points are not included in credits attempted.

Program GPA or Plan GPA, which includes only those courses applicable to the student's program of study, is computed in order to ensure that the student satisfies the graduation requirement for that curriculum.

Special Note: For students enrolled during Spring 2020 (when special grades were issued due to COVID-19), no quality points were issued for the P+ and P- grades. P+ or P- grades will not affect a student's GPA.

Sample: The following table illustrates a GPA of 2.00 obtained by dividing 30 by 15.

Course	Credit Hours Attempted	Grade	Grade Points	Credit Hours Completed	Total Grade Points
BIO 101	4	C	2	4	8
ENG 111	3	B	3	3	9
MUS 141	2	A	4	2	8
PED 109	1	F	0	0	0
FRE 101	5	D	1	5	5
PSY 100	0	W	0	0	0
Totals	**15**		**10**		**30**

Course Grade Appeals and Student Grievances

By definition, a formal academic grievance is a student-initiated report of a grievance related to a final course grade **or** a student-initiated report of an academic grievance related to a dismissal from an academic program. An academic grievance can be based on at least one of the following:

- arbitrary and/or capricious action on the part of the instructor/faculty member, including assignment of a grade or dismissal from an academic program on some basis other than performance in the course or program.
- application of standards different from those that were applied to other students in the same course or program (as defined in the course syllabus or within a related academic program document);
- an assignment of a final course grade that is not in accord with the grading protocol on the course syllabus; or
- a dismissal from an academic program that is not in accord with the program standards that define the parameters for dismissal.

Students are encouraged to check their final course grades upon the final grade's posting and informally connect with their faculty members if they have concerns. A formal student grievance process must be initiated within twenty (20) business days following the event giving rise to the grievance. Every effort will be made to settle student grievances promptly. Students should review the Student Grievance Policy 608P (https://www.nvcc.edu/dist/files/sites/policies/pdfs/608P-Student-Grievances.pdf) for more information.

Repeating a Course

Students normally are limited to two enrollments in a credit course that is not designated as repeatable for credit in the VCCS Master Course File or is not identified as a general usage course. Repeatable courses are listed below under "Course Repeat Exceptions." General usage courses are those courses numbered 90-190-290; 93-193-293; 95-195-295; 96-196-296; 97-197-297; 98-198-298; or 99-199-299.

There are currently two course repeat policies in effect based on when a student first took the course in question. This policy does not apply to credit courses that are designated as repeatable for credit in the VCCS Master Course File or are identified as general usage courses.

- For students who completed a course during any semester from Fall 1988 to Summer 2021 and repeated a course, only the last "A" through "F" grade earned, not the higher of the two grades, is counted in computing the cumulative or curriculum grade point average (GPA) calculations and for satisfying curricular requirements. When a course is repeated and the grade of "F" is earned, all grades, credits attempted, credits completed, and quality points for previous enrollments in that course are no longer applicable. Grades of "W," "X," and "I" shall not count as first or subsequent attempts for purposes of GPA calculation. Courses exempt from the course repeat policy (see exceptions) are not affected by this policy: each grade counts. For example, if a student takes MTH 161 in Spring 2020 and earns a B, then repeats the course in Fall 2024 and earns a D, the D grade would count instead of the B grade.
- For students who completed a course during any semester from Fall 2021 and beyond, and subsequently repeated the course, the highest "A" through "F" grade earned is counted in computing the cumulative and curriculum GPA and for satisfying curricular requirements. For example, if a student takes MTH 161 in Fall 2021 and earns a C grade; student repeats course in Spring 2022 and earns a D grade, then the C grade will count instead of D grade.

Repeating a course does not change a student's GPA for a given semester. A graduate's program and cumulative GPAs and Honors designations at the time of graduation will remain unchanged if the graduate repeats a course. A student is not entitled to repeat a course that is no longer offered by the College.

If a course has been discontinued and replaced by another course, the replacement course may be used to calculate both the cumulative and program GPA. However, the grade from the discontinued course will still be included in the cumulative and program GPA, unless the replacement course was specifically designated as a course that offers grade replacement for the discontinued course. A list of some courses that this applies to can be found here: Curricular Changes | Northern Virginia Community College Academic Catalog (https://catalog.nvcc.edu/curricular-changes/).

Students are advised that other colleges will have their own policy that will determine whether a grade can be accepted for transfer and they may also recalculate the GPA to include all courses, including those that NOVA does not count in the GPA. Please note: the course repeat and GPA recalculation processes are run at the end of each semester after the grade submission deadline has passed. They are only run one time per semester in batch.

Repeating a course does not change a student's GPA for a given semester. A graduate's program and cumulative GPAs and Honors designations at the time of graduation will remain unchanged if the graduate repeats a course. A student is not entitled to repeat a course that is no longer offered by the College. If the course has been replaced, the replacement course may be used in calculating the curriculum grade point average, but the grade in the previous course will be counted in the cumulative grade point average. Students are advised that other colleges may recalculate the GPA to include all courses, including those that NOVA does not count in the GPA. Please note: the course repeat and GPA recalculation processes are run at the end of each semester after the grade submission deadline has passed. They are only run only one time per semester in batch.

Course Repeat Exceptions

Normally, students may enroll a maximum of two times in a credit course that is not a general usage course or a course designated as repeatable for credit. Exceptions to this policy will be considered on a case-by-case basis when a student submits a Course Repeat Request Form (125-013 (https://dashboard.nvcc.edu/EForms/125-013/)) to the academic division offering the course.

Credit courses that are designated as repeatable for credit in the VCCS Master Course File or are identified as general usage courses may be repeated for credit. Other than the general usage courses, only those courses designed to develop and maintain proficiency in the visual and

performing arts, or to meet requirements for certification or recertification in allied health or applied technology fields, may be designated as repeatable for credit. Examples are applied music courses, automotive emissions inspection courses, and theatre workshops. Students will be limited to 10 credits earned through multiple enrollments in the same course.

In addition to some visual and performing art classes, the following courses are exempt from the two-enrollment limit:

Code	Title	Credits
AUT		
AUT 215	Emissions Systems Diagnosis & Repair	2
AUT 225	Automotive Emissions Inspection	1
AUT 226	Advanced ASM Emissions Diagnostics	2
GOL		
GOL 135	Field Studies in Geology	1
General Usage Courses		
90, 190, 290; 93, 193, 293; 95, 195, 295; 96, 196, 296; 97, 197, 297; 98, 198, 298; and 99, 199, 299		

10 Year Course Limit for Some Technology Programs

For students pursuing the following programs

- Computer Science A.S.
- Cybersecurity A.A.S. and all related Career Studies Certificates
- Geographic Information Systems (GIS) C.S.C.
- Information Systems Technology A.A.S. and all related Career Studies Certificates
- Information Technology A.S.

Information Technology (ITD, ITE, ITN, ITP) and or Computer Science (CSC) courses may not be older than ten years, as of the first day of the fall semester in the academic year a student plans to graduate, unless approved by the pathway dean.

Course Prerequisites

Some courses have prerequisites or corequisites. Course prerequisites or corequisites apply to all students taking a course, including those who are auditing a class. The authorization for a waiver of any prerequisite may be made only by the dean of the instructional division offering the course. Students are responsible for meeting all course prerequisites before enrolling. NOVA allows students to register while still completing a prerequisite, but if the prerequisite is not successfully passed, the subsequent course must be dropped. For help verifying prerequisites, consult the catalog or contact an academic advisor.

These requirements, which were established to foster a student's success in the course, are identified in the Course Descriptions section of this *Catalog*. Students, including auditors, may not enroll in a course for which they do not meet the prerequisites by the time the course begins. Students may be administratively dropped from any course for which they have not met the prerequisite.

In a course that requires placement tests, students must obtain the required minimum scores to enroll in a course or complete prescribed developmental studies or ESL courses before enrolling in the desired course. For alternatives to placement tests, see the "Placement (https://catalog.nvcc.edu/placement/)" section of this catalog.

Student Development Courses

All curricular students, except those in some career studies certificate programs with fewer than 16 credits, are required to complete a one-credit student development course designed to help them succeed in college within their first semester of enrollment. Depending on the program of study, this may be SDV 100 College Success Skills or SDV 101 Orientation to: (a Specific Discipline). All SDV courses cover topics related to academic success, responsible decision making, and College information. Some sections address additional topics, and some are intended for students in specific programs.

NOVA students seeking a degree must take an SDV course within their first semester at the College, unless the requirement has been waived. SDV waivers may be granted for students who have graduated with an associate, baccalaureate or higher degree from a regionally accredited United States institution of higher education. Students still must complete the required total number of credits for their degree.

Course Substitutions for Students with Documented Disabilities

Otherwise qualified students with documented disabilities covered by the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973, as amended, who are, by reason of their disability, unable to complete a requirement of the program pursued by the student, with or without reasonable accommodations, may request an approved course substitution.

Substitutions will generally not be granted for any course that is deemed essential to the program of instruction being pursued by such student or to any directly related licensing requirement. If requirements are waived, students must successfully complete other courses to compensate for the credit hours. For more information, contact the Office of Accommodations and Accessibility (accommodations@nvcc.edu).

Transferring Credit to NOVA

NOVA allows previous academic study, examination, or career experience to be evaluated for possible College credit. Students may transfer a course into NOVA matching up to 80 percent of a course offered at NOVA. Students must be enrolled in at least one credit class at NOVA and placed in an academic program before their transcripts may be evaluated for transfer credit. No more than 75 percent of a degree or certificate may be earned through transfer credit and/or credit for prior learning. Only credit applicable to a student's academic program will be transferred. Prior learning credits that are to be used to meet the specific requirements of a curriculum must be approved by the academic dean responsible for a student's curriculum. Official NOVA transcripts will not be issued until a student has completed at least one NOVA class.

Credit from Other Colleges and Universities

NOVA accepts transfer credit for college-level courses completed at an accredited college with a grade of "C" or higher (a C- is considered below a C and it is not accepted for transfer), provided the courses are consistent with the course requirements of the curriculum in which the student enrolls at NOVA. To have such credit evaluated, students must submit an official transcript from their previous institutions to the College Records Office via asktheCRO@nvcc.edu or a Student Services Center on any campus. An official transcript is one that has

the seal of the institution or testing organization and the signature of an official of that institution or organization. An official transcript must be received electronically directly from the transcript company or in a sealed envelope from the originating institution that has no overt sign of having been opened or otherwise disturbed. NOVA's College Records Office prefers the electronic process as a primary method of sending transcripts. Students should have their institutions directly send their electronic transcripts through Parchment or the Clearinghouse. Students can mail paper transcripts to NOVA's College Records Office at the following address:

Northern Virginia Community College
College Records Office FX - P3
3924 Pender Dr.
Fairfax, VA 22030

If students decide to hand deliver their transcripts to any campus Student Services Center, the transcripts must be in acceptable condition, such that the receiving registrar has confidence that the record received is authentic and official. Official transcripts that are sent to College faculty also may be accepted.

International transcript evaluations should be sent electronically or to College Records at the address above rather than to a campus. Students who have earned college credit from universities outside the United States must have their credit evaluated by an international credit evaluation agency before submitting it to the College. NOVA accepts international transcript evaluations from World Education Services (WES at http://www.wes.org/students/index.asp (https://www.wes.org/)), the International Education Research Foundation (IERF at http://www.IERF.org (http://www.ierf.org/)), Educational Credential Evaluator (ECE at https://www.ece.org), and Foreign Credentials Services of America (FCSA at http://foreigncredentials.org). NOVA will accept American Association of College Registrars and Admissions Officers (AACRAO www.aacrao.org (https://www.aacrao.org/)) transcript evaluations dated prior to August 2016.

Credit for Prior Learning

NOVA recognizes prior college-level learning from nontraditional sources. Students may request an evaluation of professional trainings, certifications, or college-level coursework by submitting the appropriate documentation specified in the Credit for Prior Learning Manual and filling out the Transfer Credit Evaluation Request Form 125-049E (https://dashboard.nvcc.edu/Eforms/125-049/) for all prior learning except Advanced Placement (AP), International Baccalaureate (IB), and CLEP exam scores. The Credit for Prior Learning Manual is updated annually and has an effective implementation date of the first day of the Fall semester of each academic year. Consult NOVA's Credit for Prior Learning Manual at https://www.nvcc.edu/prior-learning (https://www.nvcc.edu/prior-learning/). For complete information and a list of credit for prior learning opportunities contact an academic advisor. Credit for prior learning is available to students for nontraditional educational experiences that fall into the following categories:

- credits from Post-Secondary institutions (i.e., Transfer Credit).
- credit by Exams (e.g., College Level Examination Program (CLEP), DANTES, UExcel, Advanced Placement (AP), International Baccalaureate (IB), Abitur, and more).
- credits from nontraditional program completion (e.g., professional training programs, approved online training programs, and/or military training).
- credit by Experiential Learning Portfolio Development, (formerly known as PLACE), a NOVA program for adults who have acquired college-level learning through life experiences, such as work, volunteer activities, participation in civic and community assignments, travel, independent study, and more.

For more information, see CPL Manual (https://www.nvcc.edu/admissions/cpl.html) or email CPL@nvcc.edu (cpl@nvcc.edu).

Foreign Language Credit

Students who have completed two years of a single foreign language in high school or whose native language is not English have the following options:

- request assessment by the College faculty if it is a language currently taught at NOVA. Such assessment could place the student into levels above the introductory course in the foreign language sequence. For students who are granted advanced placement, additional general electives may have to be completed to meet the minimum credit requirements for the degree.
- take a CLEP, NYU or other approved foreign language exam. Students who achieve a satisfactory score will be awarded credit for the foreign language that may be used toward completion of a degree.
- request a waiver of the foreign language requirement for those who are proficient in a foreign language not offered by NOVA or through examination. Proficiency is generally indicated if the student has at least the equivalent of a high school diploma from an institution where the primary language is other than English. If the foreign language requirement is waived, additional open electives must be completed to meet the minimum credit requirements for the degree. To receive the waiver, students must submit a high school transcript or other official documentation indicating that the language of instruction was not English the College Records Office (CRO), AsktheCRO@nvcc.edu.

Academic and Graduation Honors

Academic excellence recognitions can be viewed online on a student's unofficial transcript through myNOVA at https://portal.my.vccs.edu (http://www.nvcc.edu/novaconnect/).

The College provides the following recognitions for academic excellence:

Presidential Scholars

A student's name will be placed on the Presidential Scholars list for any semester that his/her grade point average is 3.75 to 4.00. The student must have completed at least nine semester hours in the current semester (excluding developmental courses) and have earned a minimum of 20 semester hours of credit at NOVA.

Dean's List

A student's name will be placed on the Dean's List for any semester that his/her grade point average is 3.50 to 3.74. The student must have completed at least six semester hours in the current semester (excluding developmental courses) with no grade lower than "C."

Graduation Honors

Students attending NOVA for a minimum of 30 credit hours in degree programs are eligible for graduation honors. Those attending NOVA for a minimum of 50 percent of the credit hours in their certificate program are eligible for graduation honors. Career Studies Certificates are not eligible for graduation honors. Students must apply online for graduation

to be eligible for graduation honors. Graduation honors are determined by the student's cumulative grade point average at the completion of the semester for which he/she is certified for graduation.

Appropriate honors are based on scholastic achievements and recorded on the degree or certificate as follows:

Cumulative Grade Point Average	Honor
3.20	Cum Laude (with honor)
3.50	Magna Cum Laude (with high honor)
3.80	Summa Cum Laude (with highest honor)

Graduation

Graduation Application

Students can apply for graduation online at the beginning of the semester they intend to graduate. Visit www.nvcc.edu/graduation (http://www.nvcc.edu/graduation/) and click on Application for Graduation. Students must observe the application deadline dates: October 1 for Fall graduation, March 1 for Spring graduation, and June 1 for Summer graduation. Applications received after these dates will be processed for the following semester. If requirements are not met by the end of the awarding period, students must apply for graduation in the subsequent semester.

Associate Degree and Certificate Requirements

To be eligible for graduation with an associate degree (A.A., A.S., A.F.A., A.A.A., or A.A.S.), certificate, or career studies certificate from the College, students must have:

- been admitted to a curriculum (declared a major);
- completed all curricular requirements as outlined in the College *Catalog* including receiving a passing grade in all of the coursework and fulfilling the credit hour requirements. The *Catalog* to be used to determine graduation requirements is the one in effect at the time of the student's admission to a curriculum from which the student is graduating. If a student elects not to attend NOVA during the academic year admitted, the Catalog would be the one in effect when the student begins attendance or any subsequent *Catalog* of the student's choice as long as it is from an academic year in which the student attended NOVA. The Catalog to be used in certifying the student's graduation may not be more than seven academic years old at the time of graduation. For example, a student placed in the 2019-2020 catalog year may be eligible to graduate up until Summer 2026;
- taken courses at NOVA that total at least 25 percent of the credit to be applied to the curriculum (ABLE credit does not count toward the residency requirement);
- earned a grade point average of at least 2.00 in courses attempted that are applicable toward graduation in the curriculum;
- applied for graduation online on or before the published dates; and
- resolved all financial obligations to the College and returned all materials, including library books.

Additionally,

- students in programs that have been discontinued must graduate within 3 years from the term of discontinuation and
- certificate and career studies certificate candidates enrolled in a program of more than 15 credits must also complete a Student Development (SDV) course even if none is required for a specific curriculum.

Multiple Degrees

Students should be placed in only one degree (i.e., A.A.S., A.S., A.F.A.) at a time, but as needed, may be placed into a maximum of two degree plans simultaneously. In addition, students may be placed into a maximum of three additional stackable career studies or other certificates.

Students who wish to earn a degree, diploma, certificate, or career studies certificate in addition to any other degree, diploma, certificate, or career studies certificate must complete all requirements of both programs, and the awards must differ in content from one another by at least 25 percent of the credits.

Certificates of Completion

Program administrators may award a certificate of completion for successful completion of a cohesive set of courses for which no standard award (degree, certificate, or career studies certificate) is given. Certificates of completion may be given for completion of credit or noncredit courses. These awards are conferred by program administrators, not by the College, so recipients are not considered College graduates and are not eligible to participate in Commencement. Certificates of completion are not recorded on the student's official transcript.

Posthumous Degrees

Upon request, posthumous degrees may be awarded to students who were in their last semester of study and/or within 15 credits of degree completion at the time of death. The degree award must be approved by the Chief Academic Officer/Vice President for Academic Affairs. The diploma will bear the notation "Awarded Posthumously".

Issuing of Diplomas

Diplomas are issued at the end of each term after final verification of grades and completion of requirements. Diplomas will be mailed to the address the student entered in his/her online graduation application. Students will receive only one diploma for each degree or certificate earned. For students who complete additional coursework after the awarding of a degree, the cumulative and new plan grade point averages (GPAs) will be affected, but not the GPAs entered when the degree was awarded. The updated grades and GPAs will be reflected on the student's transcript but will not have any bearing on the diploma.

Participation in the Commencement Ceremony

"Commencement" is the ceremony held to celebrate graduation. Students are eligible to participate in the Commencement ceremony if they completed their program requirements during or prior to the current academic year. For example, this means that students who have completed their program requirements in Spring 2026, Fall 2025, Summer 2025, or earlier may participate in the Spring 2026 Commencement Ceremony. Spring Semester graduation applicants who participate in the Commencement ceremony are not guaranteed the awarding of a degree, and graduation applicants still must successfully complete their program requirements to graduate from NOVA. Students must apply to participate in the commencement ceremony in addition to and separately from applying for graduation. Students who have completed only the Uniform Certificate of General Studies are not eligible to participate in the Commencement ceremony.

Transcripts

The official NOVA transcript of a student's academic record can be requested by searching Transcript Request and ordering a transcript through Parchment eTranscript Service for a fee. Transcripts will be sent electronically within 24-48 hours, or students can request a paper copy for an additional fee. Students may print their own unofficial transcript through myNOVA.

Transfer from NOVA

Since admission policies and program requirements vary among four-year colleges, all students need to be acquainted with the specific requirements of the college or university of their choice. Students should consult and work closely with an academic advisors in transfer planning and for designing an appropriate NOVA program of study.

NOVA offers transfer programs that lead to the associate of arts (A.A.) degree, the associate of fine arts (A.F.A) degree, or the associate of science (A.S.) degree. These programs are designed for students who plan to complete the freshman and sophomore years of college work at the community college and then transfer to a four-year college or university to complete the junior and senior years of a bachelor's degree. Some four-year colleges will accept certain associate of applied science (A.A.S.) and associate of applied arts (A.A.A.) programs, but each institution has a different policy.

The College transfer website, www.nvcc.edu/transfer (https://www.nvcc.edu/transfer/), is a good first stop in planning one's transfer from NOVA to a four-year institution. Guaranteed admission and articulation agreements, four-year school transfer guides and admission information, campus transfer events, and more, are all linked on this site. After viewing the site, a follow-up visit with a campus transfer advisor is recommended.

Only courses with a grade of "C" or better are accepted for transfer even if the student has an A.A. or A.S. degree. Students must submit a completed transcript request form online through myNOVA or to a NOVA Student Services Center to have an official copy of their transcript forwarded to the intended transfer college or university.

The State Council of Higher Education for Virginia (SCHEV) and the State Board for Community Colleges have endorsed a State Policy on Transfer. This policy gives guidelines for Virginia community colleges and state-supported senior institutions on admission of transfer students, acceptance and application of transfer credits, services for and responsibilities of transfer students, and guidelines for students who transfer without an A.A. or an A.S. degree. More information is available on the Transfer VA portal: https://www.transfervirginia.org.

Guaranteed Admission and Articulation Transfer Agreements

NOVA has formal guaranteed transfer partnerships, guaranteed admission and articulation agreements with many institutions. These agreements detail the terms of transfer for NOVA students completing associate degree programs. They define the way courses, programs, or entire categories of programs transfer to another institution and may include admission guarantees. Advisors can provide students with more specific information on how these agreements relate to individual transfer plans. For a current list of agreements, visit the transfer services website at www.nvcc.edu/transfer (https://www.nvcc.edu/transfer/).

Academic Standing

Students are considered in good academic standing if they maintain a semester minimum GPA of 2.00, are eligible to reenroll at the College, and are not on academic suspension or dismissal status. Students who are on academic warning or academic probation but are eligible to reenroll may be considered eligible to receive financial aid assistance or other benefits requiring a "good academic standing" status.

Students who are having academic difficulty will have one of the following official indications appear in their grade report in myNOVA. Students will be notified by email if they are placed under Academic Warning, Probation, Suspension, or Dismissal.

To learn more about the Academic Standing policy and related procedures, see NOVA Policy 203 (https://www.nvcc.edu/dist/files/sites/policies/pdfs/203-Academic-Standing.pdf).

Academic Warning

Students who fail to maintain a minimum grade point average of 2.00 for any semester will receive an academic warning. Students on academic warning are encouraged to consult with their advisor and take advantage of academic support services provided by the College.

Academic Probation

Students who fail to maintain a minimum cumulative grade point average of 1.50 will be placed on academic probation until their grade point average reaches 1.75 or better. The statement "Academic Probation" will be included on the student's permanent record. Students on probation are ineligible for appointive or elective office in student organizations unless special permission is granted by the dean of student success#or another appropriate College administrator. Students may be required to carry less than a normal load the following semester and are required to consult with their advisor.#Students shall be placed on probation only after they have attempted 12 semester credits.

Academic Suspension

Students who are on academic probation and fail to attain a semester GPA of 1.50 or better shall be placed on suspension only after they have attempted 24 semester credits. Academic suspension will be for one semester. The statement "Academic Suspension" will be placed on the student's permanent record. Students who are placed on academic suspension and wish to appeal should follow the appeal process established by the College. Students may be reinstated at the conclusion of the suspension period by using the Reinstatement Request form (125-027 (https://dashboard.nvcc.edu/eForms/125-027/)) and following the process established by the College.

Students who have been reinstated from academic suspension must achieve a 2.00 GPA for the semester of their reinstatement and must earn at least a 1.75 GPA in each subsequent semester of attendance. The statement "Subject to Dismissal" will be placed on their permanent record. Students who have been reinstated from academic suspension will remain subject to dismissal until their cumulative GPA is raised to a minimum of 1.75. Reinstated students may be required to carry less than a normal course load the following semester and are required to consult with their advisor. Reinstated students are encouraged to take advantage of additional academic support available to them.

Academic Dismissal

Students who do not attain at least a 2.00 GPA for the semester of reinstatement following academic suspension will be academically

dismissed. Students who achieve at least a 2.00 GPA for the semester of their reinstatement following academic suspension must earn at least a 1.75 GPA in each subsequent semester of enrollment. Failure to attain a 1.75 GPA in each subsequent semester until the cumulative GPA reaches 1.75 will result in academic dismissal. The statement "Academic Dismissal" will be placed on the student's permanent record.

Academic dismissal is normally final, but students who believe they have an exceptional case may appeal for reinstatement following an absence of five years (60 months).

Please review the Academic Standing Policy.

Academic Renewal

Students who return to the College after **three** (3) years (9 terms) or more without taking NOVA courses for credit may petition for academic renewal. The request must be in writing and submitted to a campus Student Services Center.

For students who are found to be eligible for academic renewal, "D" and "F" grades earned prior to reenrollment will be deleted from the cumulative and curriculum grade point average (GPA), subject to the following conditions:

- prior to petitioning for academic renewal, the student must demonstrate a renewed academic interest and effort by earning at least a 2.00 GPA in the first 12 semester hours completed at NOVA after reenrollment.
- all grades for credit courses received at the College will be a part of the student's official transcript.
- the student will receive degree credit only for courses in which grades of "C" or better were earned prior to academic renewal, providing that such courses meet current curriculum requirements.
- total hours for graduation will be based on all coursework taken at the College after readmission, as well as former coursework for which a grade of "C" or better was earned, and credits accepted from other colleges or universities.
- the academic renewal policy may be used only once and cannot be revoked after approval by the dean of student success.
- academic renewal cannot be applied to a degree or certificate that has already been conferred.

Academic Offerings and Initiatives

Apprenticeship Training

Apprenticeship training programs are approved through the Apprentice Division of the Virginia State Department of Labor and Industry. Formal apprentice training programs are subcontracted by the Virginia Community College System to local school boards. These programs include approved on-the-job experiences and related instruction classes. NOVA offers many of the related instruction classes specified in apprenticeship programs. In addition, NOVA offers certificates associated with apprenticeship programs in air conditioning and refrigeration at the Woodbridge Campus.

Cooperative Education and Internships

Cooperative Education and Internship courses provide the opportunity for students to apply the concepts and skills learned in the classroom to a job situation. The professional and technical experience gained through work-based learning experience establishes a record of performance in one's career field and eases entry into a permanent career position.

To be eligible to participate in Cooperative Education or Internship courses, students must have:

- declared a major in a NOVA degree or certificate program;
- successfully completed 12 semester hours of college work or the equivalent, including transfer credit;
- successfully completed at least six credits from NOVA;
- successfully completed a minimum of two courses (for at least six credits) directly related to the program of study and internship;
- obtained a 2.00 or better grade point average; and
- obtained divisional approval after a review of the student's academic/employment record and a determination of his/her potential for success in a co-op position or internship.

These are the minimum qualifications to participate in the credit internship program at NOVA; individual programs may have additional requirements that will also need to be met.

Credit earned in Cooperative Education and Internship courses may be used as a substitute for up to 10 credits of coursework in selected degree programs if approved by the student's academic advisor, used for elective credit, or earned as additive credit. For more information, see www.nvcc.edu/co-op (http://www.nvcc.edu/co-op/).

G3 Initiative

The Governor's Get Skilled, Get a Job, Give Back (G3) initiative is a last-dollar grant for eligible students after all other qualified federal and state financial aid are applied. G3 is a limited pool of funds and will be awarded on a first-come/first-served basis as eligibility is determined. Only students placed in certain Associate of Applied Science and Certificate programs are eligible for G3. More information is available on NOVA's G3 webpage (https://www.nvcc.edu/g3/).

Developmental Studies

Developmental courses are offered to prepare students to succeed in the College transfer and career/technical programs. These English (EDE) and mathematics (MDE) courses are designed to develop the basic skills and understanding needed for success in other courses and curricula. Some MDE and EDE courses are offered as corequisites to MTH and ENG classes, to provide support for the college-level courses. Students can take college-level courses along with developmental courses. In other cases, students must complete developmental courses before enrolling in certain courses or being admitted to a curriculum.

Credits earned in these courses are not applicable toward associate degree, certificate, or career studies certificate programs.

A wide variety of instructional methods and materials are used at the College for developmental courses. EDE and MDE courses are offered in a variety of formats. Students who have any questions should check with an academic advisor.

English as a Second Language (ESL) Programs

NOVA ESL programs support students whose primary language is not English in accessing American higher education, entry or advancement in the workforce, or language improvement. NOVA ESL students may be residents of Northern Virginia, students with F-1 status, or other visitors to the United States. NOVA offers courses through College ESL and the American Culture & Language Institute (ACLI). In both ESL programs, students acquire fluency, enhance their ability to express nuanced ideas, and gain greater control of linguistic complexities.

College ESL builds the literacy and critical thinking skills necessary for success in American higher education. College ESL consists of four levels of instruction from low-intermediate ESL through advanced ESL. Students in the top two levels of instruction are often concurrently enrolled in college-level courses in a variety of disciplines.

The ACLI is housed in NOVA Workforce. ACLI offers ESL classes to residents of Northern Virginia and other visitors in its Part-Time ESL and Career Readiness Programs, and to students with F-1 status in its Intensive English Program. ACLI courses range from introductory to high-intermediate-level ESL. They prepare individuals for entry into College ESL and academic studies or for advancement in the workforce. ACLI courses are fee-based.

Students take a placement test to assess their English proficiency prior to enrolling in ESL courses at NOVA. More information can be found in the "Placement" section of this catalog and on NOVA's ESL Website at https://www.nvcc.edu/nova-esl/college/index.html (https://www.nvcc.edu/nova-esl/college/).

NOVA Online

NOVA Online offers online learning courses. NOVA Online courses are designed to offer "anytime access" to higher education from the convenience of one's home or office. Online courses are primarily web-based and require access to the Internet. Courses are designed to do the following:

- create a community of learners
- support communication between student and faculty
- guide students to valuable and appropriate resources

Some things to consider when choosing an online learning course are the following:

- To be successful, students need strong reading and time-management skills and must be self-disciplined and motivated.
- Additional technology may be required, including web conferencing software for live meetings or office hours; using live chat or social media tools like Twitter, or interactive websites, in addition to accessing materials in Canvas.
- Some online courses require in-person meetings or labs, and some require live meetings attended from home via web conferencing.
- Many NOVA Online courses require at least two proctored exams or assessments. Students should follow the instructions in their course syllabus for specific requirements. Examinations in NOVA Online may be proctored using tools like Respondus Monitor and Respondus Lockdown Browser, Zoom Live, or Honorlock. Under special circumstances students may need to secure a NOVA-approved exam proctor.
- Some online learning courses allow students the flexibility to work ahead on their own and complete a course early, while others require students to keep the same basic pace as their classmates. Be sure to check individual course descriptions for specific requirements or contact the individual instructor with questions.

Program Administration

Some degrees and certificates can be completed partially or entirely through NOVA Online. Prospective degree candidates should contact an academic advisor to plan their program of study.

Textbooks

Textbooks for NOVA Online courses might not be the same as those used on campus, so students should check the NOVA Online bookstore specifically when looking for textbook information. NOVA Online books may be purchased or rented through the Alexandria Campus bookstore or ordered online at https://nvcc-alexandria.bkstore.com.

Assignments

Students are required to submit assignments by specific due dates. Students who do not submit at least one assignment by the specified deadline will be administratively dropped from the course. Courses may also contain other progress requirements that students must meet to avoid being administratively withdrawn.

Honors

Qualified, highly motivated students may enrich their study through participation in NOVA's Honors Program or by enrolling in individual Honors courses. Honors Lead Faculty are available at each campus to help students decide if the Honors Program or specific Honors courses will help the students progress towards their academic goals. Student Services Center staff, advisors, and advising specialists also provide students with further information regarding the Honors Program and available courses.

Honors courses incorporate the R.E.A.L. components: Research, Experiential Learning, Academic Rigor, and Leadership. These four Honors components ask students to go beyond the basic course material through the development of discipline-specific critical thinking and the incorporation of skills-based learning. Within these courses, students are encouraged to think independently, to participate actively in discussions, and to collaborate with their fellow Honors students, which contributes to building a community of highly engaged peers. These courses stimulate broader and deeper consideration of the subject matter and encourage the exploration of the interrelationships of ideas across disciplines.

Each Honors course has a special transcript indicator. Universities and employers often favor students who seek the greater challenges offered by Honors courses.

Honors course offerings may vary from campus to campus and by semester. Typically, Honors courses are offered as follows:

- **honors courses:** special sections are designated as full Honors courses with an average of 16-18 students in a seminar-style setting, restricted to Honors students and eligible students only, and
- **honors options:** regular course sections in which Honors students complete the REAL Honors components as an amendment to the course curriculum.

Eligibility

Eligibility for Honors Courses

Students must complete all course prerequisites **and** meet at least **one** of the criteria listed below:

- score at least 1200 out of 1600 on the SAT Evidence-Based Reading and Writing, and Math sections with a score of at least 600 on each section; **or**
- demonstrate a combined ACT score of 25 or higher; **or**
- document a cumulative GPA of at least 3.5 at the last academic institution attended (high school, college, or university), however, once a student completes 6 credits of college coursework, the GPA requirement (3.5+) takes precedence over all other criteria; **or**

- present recommendations from two high school teachers (if currently a high school student) or from two college teaching faculty from courses taken at a college or university.

Eligibility for the Honors Program

Students who meet at least one of the criteria listed above are invited to apply for admittance into the Honors Program. Depending upon other factors, students may be required to have successfully completed at least 3 credits of Honors courses in order to be admitted to the Program.

The Honors Program

The Honors Program provides a comprehensive, educational experience for Honors students and allows them to interact as a community of learners. The Honors Program is designed to provide motivated students with an enriched program of study that includes, but is not limited, to:

- academic scholarships
- presenting at Honors symposia and conferences
- field trips
- campus and community service projects
- internships
- leadership opportunities
- campus- and College-wide honors events
- exemplary guest speakers
- letters of recommendation
- special transfer opportunities to selective institutions

The Honors Curriculum

The Honors Program is distinguished by its Honors Core Curriculum, comprised of specific courses within the categories listed in the following chart:

Code	Title	Credits
Languages, Arts, and Social Sciences (LASS) Honors Courses		6
Mathematics, Sciences, Technologies and Business (MSTB) Honors Courses		6
Honors Project [1]		0
Total Credits		**12**

[1] To satisfy the Honors Project requirement, students must submit a proposal to their campus Honors Lead Faculty outlining how they intend to meet this requirement. This proposal is due the semester before the one in which the experience will take place. Upon completion of the project, students must submit a reflection or report detailing their personal and academic growth as a result of the experience. This final report is due by the end of the semester in which the project is completed.

The Honors Project requirement may be satisfied by successfully completing one of the activities listed below or an equivalent, as determined by the Honors faculty:

- complete a supervised, reflective interdisciplinary research paper produced separately from an Honors course; or
- present at Honors symposium or approved Honors conference of which NOVA is a member; or
- at least twenty hours of supervised, verifiable community service; or
- completion of a credit-bearing internship[1] (3-credit minimum) to be taken in the place of an Honors elective; or
- noncredit internship[1] of at least 20+ working hours; or credit-bearing study abroad to be taken in place of an Honors elective; or
- completion of an Honors Portfolio, which reflects upon or summarizes their Honors experience at NOVA.

- a supervised, reflective interdisciplinary research paper produced separately from an Honors course;
- a presentation at the Honors symposium or an approved Honors conference of which NOVA is a member;
- twenty hours or more of supervised, verifiable community service;
- a credit-bearing internship* (3-credit minimum) to be taken in place of an Honors elective;
- a noncredit internship* of at least 20 working hours;
- a credit-bearing study abroad to be taken in place of an Honors elective; or
- an Honors Portfolio, which reflects upon or summarizes their Honors experience at NOVA.

*Additional specific guidelines may apply for both credit-bearing and noncredit Interdisciplinary Experience opportunities. Please confirm with the Honors Lead Faculty on your campus for additional details.

Honors Certificate

Students also have the option of earning a 6-credit Honors Certificate, instead of the Honors Curriculum. The 9 credits of Honors or Honors Option credits can be from any discipline across the college. Students who complete the Honors Certificate will receive an Honors Certificate of Completion, but the honor will not be designated on the student's official transcript and diploma. Completion of the Honors Certificate does not require completion of an Honors Project.

Honors Program Completion

Students may satisfy the requirements of both the Honors Program and their degree program by enrolling in the Honors or Honors options courses within the degree program requirements. Campus Honors Lead Faculty, and advisor can assist students with course selection. Continuation in the Honors Program is contingent upon a student maintaining good academic standing and adhering to the Student Code of Conduct. To graduate with Honors, a student must maintain a cumulative GPA of 3.0 or higher AND an Honors GPA of 3.275 or higher with no Honors course grade below a "C." Completion of the Honors Curriculum will be designated on the student's official transcript and diploma. Students will also receive the Honors Certificate of Completion. This represents a significant enhancement of one's academic credentials. (contact a campus Honors Lead Faculty for more guidance).

Military-Related Programs

ROTC (Army/Air Force)

NOVA, the Air Force ROTC, and the University of Maryland have established an agreement to make the Air Force ROTC General Military Course and/or Professional Officer Course available to qualified NOVA students who wish to earn an appointment as a commissioned officer in the U.S. Air Force. For more information, contact the University of Maryland Air Force ROTC office.

Professional Studies Coursework

Some individuals may wish to prepare for study leading to advanced professional degrees in such fields as dentistry, law, medicine, occupational therapy, optometry, pharmacy, physical therapy, and

veterinary medicine. Through NOVA, students can pursue some foundation coursework to facilitate this goal.

NOVA does offer a number of programs in the allied health professions; however, these programs have restricted admission. Visit www.nvcc.edu/medical (http://www.nvcc.edu/medical/) to learn about admission to these programs.

Students who wish to meet professional goals by enrolling in nonrestricted foundation coursework should consult an academic advisor.

Study Abroad

NOVA offers occasional study abroad (https://www.nvcc.edu/academics/study-abroad/#:~:text=Please%20get%20in%20touch%20with,at%20studyabroad%40nvccedu) opportunities under a variety of disciplines. They are treated as regular credit courses, requiring registration for the course, satisfaction of prerequisites, and assignments completed for a final grade. Study abroad courses count toward the residency requirement for program completion. The related travel expenses are the responsibility of the student. Contact studyabroad@nvcc.edu for more information.

Workforce Development

The Workforce Development Division helps to plan and provide many types of programs to meet special interests within the community. The topics vary from job skills to personal enrichment interests. Workforce development services for business, industry, and professional organizations provide special courses at NOVA for their employees. These programs can be taught at the College or in the workplace. Many noncredit programs are offered each semester. A listing of the continuing and community education courses offered at each campus can be found online at www.nvcc.edu/workforce (http://www.nvcc.edu/workforce/).

Continuing Education Units (CEU) for Noncredit Courses

The College awards Continuing Education Units (CEU) upon completion of most noncredit courses. One CEU represents 10 hours of participation in workforce development and continuing education courses. CEUs are a nationally recognized standard unit of measurement that has been adopted for postsecondary courses not carrying academic credit. Permanent CEU records are maintained by NOVA. CEUs are increasingly accepted as evidence of educational accomplishment and for professional certification.