

**CONTINUOUS LEARNING PROGRAM – NOVA CREDIT COURSES**

**Policy Number:** 403

**Categorized:** [Human Resources](#)

**Responsible Office:** Human Resources

**Subject:** Policy and procedures for employees who wish to take NOVA credit-bearing course

**Related Policies:**

**Procedures:** [403P](#)

**Additional Information:** [Human Resources Organizational Learning and Development](#)

**Effective Date:**

**Last Reviewed Date:** 06/13/2020

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**1. Scope**

This policy describes NOVA’s Continuous Learning Program and provides specific guidelines for full-time and part-time employees at Northern Virginia Community College (NOVA) to enroll and participate in credit courses at NOVA at no cost. This policy does not apply to non-credit classes taken through Workforce Development or classes taken at other educational institutions, including other community colleges in the Virginia Community College System (VCCS).

**2. Policy Statement**

Learning is the essence of the mission at NOVA and must be a continuous lifelong commitment of both individual employees and the organization. In support of this mission, the College’s Continuous Learning Program shall support employees in developing and maintaining skills and knowledge to enrich personal and professional goals.

Participation in the Continuous Learning Program is neither a guaranteed benefit nor an entitlement of employment at NOVA. Employees must meet established eligibility criteria and follow application procedures to participate in the Continuous Learning Program. Eligible employees may take no more than six (6) credit hours in a semester.

**3. Definitions**

Continuous learning courses: credit courses offered at NOVA to full-time and part-time college employees at no cost, which may be job related or non-job related. Non-job related courses must be taken outside the employee’s established work schedule.

**4. Procedures**

See [403P](#).

**5. Authority**

VCCS Policy 3.10 Educational Assistance