

Admissions Appeal Policy

- Purpose** To inform the College Community of the procedures to appeal an admissions decision.
- Policy** Applicants may appeal a decision regarding admission or re-admission to a program at Vancouver Community College.
- Applicants must first try to resolve their concerns informally through an admissions review. If the informal process is unsuccessful, then the formal procedure can be followed.
- Applies to** Applicants and VCC students.
- Procedures**
1. The appellant submits a completed Admissions Appeal Form to the Registrar* within 30 days from the date of the original decision and includes any relevant documentation.
 2. Grounds for a formal appeal shall be limited to
 - a. Procedural errors, and/or
 - b. Evidence that the information used in the decision was inaccurate or incomplete.Failure by an applicant to provide accurate and complete information in accordance with the admissions policy shall not be grounds for a formal appeal. If a student has been suspended or expelled under another policy, they cannot appeal under the Admissions Appeal Policy.
 3. The Registrar* or designate will decide, within 5 working days, if there are grounds for an appeal. If, in the opinion of the Registrar* or designate, the appellant was unable to present reasonable grounds for a change to the original decision based on the documentation, the appellant will not receive a hearing and the appeal will be denied.

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4. If the case will not be heard, the appellant may further appeal to the President to have the case heard. The time limit to appeal to the President is 5 working days after the Registrar* or designate advises the appellant that the case will not be heard.
5. If the case will be heard, the President will appoint an administrator, other than the Registrar*. The administrator will strike an Admissions Appeal Committee that will decide on the appeal.
6. The Admissions Appeal Committee will consist of:
 - a. The Chair, as appointed by the President (non voting except in the case of a tie);
 - b. Department Head of Counselling or designate;
 - c. Faculty member at large;
 - d. Registrar*, or designate, and;
 - e. Student selected by the appropriate Student Association.
7. In the case of the Centre for Professional and Continuing Studies (CS), the Committee will consist of
 - a. Director, C.S., as Chair (non voting except in the case of a tie)
 - b. Senior Program Coordinator, C.S.
 - c. Instructor, C.S.
 - d. Program Coordinator, C.S.
 - e. Student C.S.
8. The Chair of the Admissions Appeal Committee will
 - a. Request a written submission from the College employee who made the decision being appealed,
 - b. create an agenda which will include the date, time, and location of the hearing,
 - c. distribute the agenda and related documents including written submissions from both parties, to the Committee and the appellant, in advance of the hearing. All submissions and documents are deemed to be strictly confidential.
9. The attendees at the Admissions Appeal Hearing will include, but not be limited to:
 - a. Members of the Committee (above)
 - b. The appellant
 - c. The employee who made the decision.
 - d. Department Head or equivalent of the area to which admission is sought, or designate.
 - Either party may be represented by one advisor. More than one advisor may be allowed at the discretion of the Chair.

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10. If the appellant intends to have legal counsel present at the hearing, she or he will advise the Chair at least five business days prior to the hearing. In that event, the Committee may obtain the services of legal counsel for its own use.

Appeal Hearing Procedures:

1. If the appellant fails to show at the hearing and fails to provide reasonable evidence of an emergency, the committee will make a decision based on the facts available to them.
2. At the hearing, the Chair will introduce all parties and outline the procedures to be followed.
3. The appellant will identify the issues from her/his perspective, and outline facts relevant to the appeal.
4. The employee concerned will have the same opportunity.
5. The appellant will have an opportunity to respond to the employee's representations.
6. The Committee will determine and interview any other individuals who may have information related to the appeal. After each interview, the employee and appellant will be given the opportunity to respond to the information presented.
7. Committee members may ask questions of parties.
8. The Chair will invite both parties to give a closing statement.
9. The Committee members will then deliberate in private and make a decision regarding the appeal.
10. The Chair will deliver the decision in writing within ten working days to the appellant, the employee concerned, and the Department Head, if applicable.
11. The decision of the Admissions Appeal Committee shall be final.

Replaces

VCC Admissions Appeal Policy, 2.1.2.6

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1. Policy Sponsor Registrar

2. Approvals:

President _____ Date: _____

Education Council Chair _____ Date: _____

3. Amendments

President _____ Date: _____

Education Council Chair _____ Date: _____

4. Review Date

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