

## Admissions Policy\*

### Purpose

To inform applicants of requirements for admission to Vancouver Community College and its programs/courses and procedures for applying.

### Policy

Vancouver Community College is a post-secondary institution committed to educating the adult learner who is 18 years\*\* or older or who has completed secondary school.

Admission and readmission to Vancouver Community College is based on the underlying principle of the potential for success within the time limits of the specific programs/courses.

Vancouver Community College accepts applications from Canadian citizens and permanent residents. The eligibility for admission of certain non-citizens and non-residents is outlined in policies C.2.2 and 2.1.2.7.

### Applies to

\*All applicants to VCC.

### Procedures

- Admission requirements for programs/courses are approved by the Education Council and information is provided to the College Board of Governors.
- Admission requirements for programs/courses are listed on the College website. This information is also available from the Counselling and Admissions Departments.
- Applicants complete an application form, submit required official transcripts, documents and assessment results, as applicable, and pay an application fee.
- Applicants submit all requests for Transfer Credits and Exemptions as part of the Admissions process.

- VCC normally offers a program seat to eligible applicants on a first-come, first-served basis, based on the date that all admission requirements are met. The exception is selection programs.
- Applicants who do not meet the published prerequisites may submit a request for an admissions review and include supporting documents
- When the number of qualified applicants exceeds the number of seats available in programs, the Registrar's Office may place their names on a waitlist. Unsuccessful selection program applicants must reapply.
- The Registrar's office cancels all incomplete applications if pre-requisites are not completed, or if substantial progress has not been made in completing prerequisites within one year.

**Definitions**

*Qualified Applicant*

An applicant who has met the entrance requirements to a specific program/course.

*Selection Program Applicant:*

An applicant who has applied to a specific program for which seats are filled based on approved selection criteria. Such criteria may include, but are not limited to, assessments, portfolio, interview, grade point average, etc.

**Admission Appeal**

An applicant can appeal an admissions decision (Policy 2.1.2.6).

**Reference**

Prior Learning Assessment Policy, D.3.5

**Replaces**

Policies:

2.1.2.2	2.1.2.4	2.1.2.5
2.2.2.1	2.2.2.2	2.2.2.3
2.2.2.4	2.4.2.1	2.4.2.2
2.4.2.3	2.4.2.4	

**1. Policy Sponsor** Registrar

**2. Approvals:**

President \_\_\_\_\_ Date: \_\_\_\_\_

Education Council Chair \_\_\_\_\_ Date: \_\_\_\_\_

Operations Council Chair \_\_\_\_\_ Date: \_\_\_\_\_

Board Chair \_\_\_\_\_ Date: \_\_\_\_\_

**3. Amendments**

President \_\_\_\_\_ Date: \_\_\_\_\_

Education Council Chair \_\_\_\_\_ Date: \_\_\_\_\_

Operations Council Chair \_\_\_\_\_ Date: \_\_\_\_\_

Board Chair \_\_\_\_\_ Date: \_\_\_\_\_

**4. Review Date**