

## Admissions Policy\*

<b>Purpose</b>	To inform applicants of requirements for admission to Vancouver Community College and its programs/courses and procedures for applying.
<b>Policy</b>	<p>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.</p> <p>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.</p> <p>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.</p>
<b>Applies to</b>	*All applicants to VCC.
<b>Procedures</b>	<ul style="list-style-type: none"><li>• Admission requirements for programs/courses are approved by the Education Council and information is provided to the College Board of Governors.</li><li>• Admission requirements for programs/courses are listed on the College website. This information is also available from the Counselling and Admissions Departments.</li><li>• Applicants complete an application form, submit required official transcripts, documents and assessment results, as applicable, and pay an application fee.</li><li>• Applicants submit all requests for Transfer Credits and Exemptions as part of the Admissions process.</li></ul>

- 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**