



Policy No.	D.3.6.1
Title	Flexible Admissions
Approval Body	Education Council, Board of Governors
Policy Sponsor	Vice-President Academic, Students & Research
Last Revised/Replaces	April 29, 2015

CONTEXT AND PURPOSE

The purpose of this policy is to establish multiple pathways for students to be admitted to Vancouver Community College (VCC; the College) beyond traditional admission requirements. This includes students with non-traditional educational backgrounds as well as pathways that will assist students with becoming admissible to other programs.

SCOPE AND LIMITS

This policy applies to all programs unless otherwise noted. Determination will be made at the program level and is based on whether there is enough information available to ensure that the applicant stands a reasonable chance of being successful in their program of choice. The means of evaluation is to establish student suitability and ensure that students have the necessary skills, capabilities and knowledge base in order to be successful in their program of choice. Please see D.3.6 Admissions Policy for overall admissions criteria to enter the College.

STATEMENT OF POLICY PRINCIPLES

1. VCC is committed to an admissions process that is fair, transparent, accessible, and timely.
2. The College will establish program admission requirements that seek to optimize student access and success; requirements can be academic and non-academic in nature.
3. Admission requirements are approved by Education Council and the Board of Governors in accordance with Section 23.1 of the College and Institute Act. Admission requirements for programs are listed in the Program Content Guide (PCG).
4. To ensure that the College is not rejecting well qualified students because they have a non-traditional educational background, the College has flexible admissions processes. To ensure consistency and fairness, standardized evaluation processes will be employed to assess applicants' qualifications.
5. The College has related policies that may affect enrolment decisions for student applicants who are Indigenous, International and/or have a disability.
6. Applicants are responsible for providing all required admission documents for their programs/courses as outlined on the College website.

7. All formal offers of admission will be issued from the Registrar's Office, International Education or Continuing Studies Office.

DEFINITIONS

Admission Requirements: A list of courses, certifications or skills that students must present to be admissible to a program. These requirements are set to ensure that admitted students have the necessary knowledge and background to be reasonably assured of program success.

English Language Proficiency: An applicant must demonstrate their ability to function in an instructional environment where the language of instruction is English, as dictated by the program or course. This is to ensure that the applicant has the ability to understand and communicate in English so that they are reasonably assured of having the capacity to be successful in their studies. This is demonstrated through completion of previous education in English, an upgrading course or an assessment test.

Equivalent: An alternate course or program of study that is similar to an admission requirement (eg. English 12) which can be presented instead of stated course requirements.

Flexible Admissions: Alternative admissions processes that are based on identifying, assessing and recognizing skills, knowledge, or competencies that have been acquired through previous education, work experience, non-credentialed training, independent study, volunteer activities, and hobbies. To ensure consistency and fairness, standardized evaluation practices will be used to assess an applicant's qualifications.

Pre-requisite: A required course that a student must have taken the course noted to ensure that they have the level of understanding and competency in order to successfully complete the course which they are registering in.

Program Content Guide (PCG): The official document that contains the general description of a program of study, including program name, program purpose, a statement of program learning outcomes, admission requirements, grading system, information on the evaluation of student learning, and the credential received upon completion of the program.

Registration Area: The following areas of the College are responsible for registering students into specific programs:

- Registrars' Office (RO)
- Continuing Studies (CS)
- International Education (IE)
- School of Instructor Education (SIE)

Selective Admissions: The right of the College to admit students to a program or course based on a departmental assessment, in addition to the minimum entrance requirements; or to a program where additional admission requirements over and above the College's general admission requirements have been approved by the Education Council and the Board of Governors. Admission to a program is determined through a review of applications by the Department based on established criteria. Registration for selective admission programs can either be through open registration or limited enrolment (meaning there are a limited number of spaces or seats available in a program or course).

Standard Admissions: Admission to a program is performed on a first qualified, first accepted basis.

RELATED LEGISLATION & POLICIES

Policies

- A.3.1 Prevention of Harassment, Discrimination and Bullying
- C.1.3 Granting of Credentials
- C.2.1 International Students on Study Permits
- C.2.2 Eligibility for Domestic Fees
- D.3.8 Criminal Record Check
- D.3.5 Prior Learning Assessment and Recognition
- D.3.6 Admissions
- D.3.10 Aboriginal Education Enrolment
- D.3.11 Transfer Credit
- D.4.1 Students with Disabilities
- D.4.2 Student Grievance

RELATED PROCEDURES

Refer to Policy D.3.6.1 Flexible Admissions Procedures