



Title	<b>Flexible Admissions</b>
Policy No.	D.3.6.1
Approval Body	Board of Governors, Education Council (advice)
Policy Sponsor	Vice President, Academic & Research
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As with regular admission to College programs, flexible admission is focused on ensuring that potential students have the necessary background to be reasonably assured of success at the post secondary level. Each of the pathways of flexible admission will have their own specific criteria. There may be some limitations associated with admission but these will be detailed below.

#### **FLEXIBLE ADMISSIONS PATHWAYS AT VCC**

1. Mature Student Admission is designed for applicants who have not graduated from high school. This pathway is designed to admit students who are reasonably assured of having the necessary skills and capabilities to be successful in their program of choice. Mature Student applicants must meet the following criteria:
  - a. Applicants must be at least 19 years of age on the first day of their classes at VCC.
  - b. Applicants must be able to demonstrate English Language Proficiency.
  - c. Applicants must present English 12 with a grade of C, or equivalent.
  - d. Additional information may be requested from the applicant (e.g. resume, assessment test results, etc.) dependent on their program of choice to better determine admissibility.
2. Open Studies Admission is designed to admit applicants to the College for the purposes of taking individual courses which are not part of selective enrolment programs (Eg. University Transfer classes.). The student will not be admitted to an actual program but will be able to take individual classes for credit. These credits could be applied if the applicant was admitted to a specific program here at VCC or are potentially transferable. To be admitted as an Open Studies student, applicants must meet the following criteria:
  - a. Submit an application and be able to demonstrate English proficiency;
  - b. Students will then be able to register for any course where they can demonstrate they meet the pre-requisites and which is available to Open Studies students, provided space is available in the class;
  - c. Students will be required to provide necessary documentation to show they have the required pre-requisites.

3. Open Studies Admissions does have some specific restrictions that students should be aware of. VCC reserves the right to designate which courses qualify for Open Studies. Open Studies applicants will:
  - a. Register after program students to ensure that program students are provided with opportunity to register in courses they require to complete their program of study.
  - b. Be restricted to completing a maximum of 30 credits at VCC under the Open Studies umbrella. If students wish to continue, they would then need to apply towards a specific program at the College.
4. Individual Flexible Admissions is designed to admit applicants to the College who may have a non-traditional education background. A standing committee will determine whether the applicant possesses appropriate background and knowledge to be successful in their program of choice. To be admitted as an Individual Flexible Admissions student, applicants must submit the following:
  - a. An application along with a written request for Individual Flexible Admission and be able to demonstrate English proficiency;
  - b. Applicants will submit all appropriate documentation in support of their application to demonstrate mastery of required skills. This may include but not limited to official transcripts, original assessment results and other supporting documentation.
5. Transfer Student Admission is designed to provide an admissions path for applicants who may or may not present all high school based admission requirements but have gone on to successfully complete some post- secondary education (e.g. Open Studies). To be considered for program admission utilizing this pathway, applicants would have to present the following:
  - a. Applicants will have to have successfully completed a minimum of 15 credits of transferable post secondary course work with a GPA of 2.0 on these courses.
  - b. Of this completed course work, students must present successful complete courses in areas where they may lack high school entry requirements (e.g. English 12 could be replaced with ENGL 1101 or BIOL 12 could be replaced with BIOL 1100) with appropriate grades.
6. Visiting Student Admission is designed to allow students from another recognized post secondary institution to come take specific classes at VCC for credit but that will be transferred back to their home institution for credit towards their program there. In order to be considered as a Visiting Student, applicants must present the following:
  - a. A completed application noting they wish to attend as a Visiting Student;
  - b. A Letter of Permission from their home institution which stipulates the course(s) the student is to take at VCC which will be recognized by their home institution.

## **RELATED POLICY**

Refer to D.3.6.1 Flexible Admissions Policy.