



## Manual of Policy and Procedures

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### PURPOSE

The overall purpose of this policy is to support the mission of the VSC, specifically to provide high quality, student-centered and accessible education. To fully implement its mission, the Vermont State Colleges must maintain standards for admission to all courses and programs.

### STATEMENT OF POLICY

The Vermont State Colleges encourage and welcome applications for admission into programs and courses. Admission generally is granted to those who have the ability and motivation to meet the academic and social responsibilities of college level work. Qualified students are admitted without discrimination on the basis of race, color, sex, sexual orientation, religion, creed, national or ethnic origin, age, veteran status or disability. The Colleges will provide reasonable accommodations to create equal opportunity for qualified students with documented disabilities.

Consistent with the purpose and parameters expressed above, each VSC College shall adopt and publish general standards for admission into degree programs for matriculated students and into individual courses for non-matriculated students. The Colleges may adopt additional standards for admission to specific College programs. The Colleges reserve the right to refuse admission to students based on their published admissions standards. These standards may vary across the colleges based on institutional priorities; generally, each College's standards for college-level courses and programs will require:

1. A high school diploma or high school equivalency documentation (GED);
2. A score on the SAT, ACT or College basic skills assessment that would indicate potential to succeed at college-level work; and
3. Completion of application materials as determined by the College.

Exceptions may be made at the discretion of the College for home-schooled students or others without the above documentation, including high school students, who can demonstrate the ability and motivation to succeed in college-level work. A VSC College reserves the right to refuse admission to students seeking such special consideration if that determination is in the best interest of the College.

Additionally, each VSC College shall adopt and publish standards for auditing courses. Generally, students already enrolled in a VSC College may audit courses for a fee, without receipt of credit, where space is available. Others may register to audit a course for a fee, without receipt of credit, if space is available and the individual meets the minimum standards set by the instructor for auditing the course. Auditors have no claim on the time or service of the instructor.

References: VSC Policy 108: Transfer of Credit  
VSC Policy 105: Basic Academic Skills

Signed by: Robert G. Clarke Chancellor
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