

## **Policy No. 2-22**

### **Subject: Admission to Specified Curricula and Courses**

Last Revised: 05/04/2023

Historical Status: 02/2017

<b>Division</b>	<b>Policy Manager</b>	<b>Administrative Supervisor</b>	<b>Reference</b>
Instruction and Student Services	Dean of Student Services and Enrollment Management	Vice President of Instruction and Student Services	VCCS Policy Section 6.0.2

#### **I. POLICY**

It is the policy of Virginia Highlands Community College (VHCC) to have specific admissions requirements to specified curricula and specified courses in compliance with applicable standards and consistent with generally accepted practices in higher education.

#### **II. PERTINENT INFORMATION**

- A. In addition to the general admission requirements of the College, VHCC may include specified admissions requirements to designated curricula.
- B. Where appropriate, VHCC may include specified prerequisite and/or corequisite requirements that must be met before a student may enroll in a designated course.
- C. In all cases where VHCC may establish additional requirements for admission to programs or prerequisite and/or corequisite requirements for enrollment in courses, such requirements shall be in support of an appropriate educational outcome and consistent with generally accepted practices in higher education.
- D. In all cases where VHCC may establish additional requirements for admission to programs or prerequisite and/or corequisite requirements for enrollment in courses, VHCC shall make every effort to publish such requirements in advance of the applicable admission and enrollment periods.

#### **III. DEFINITIONS**

- A. Corequisite: a course that must be taken during the same semester as another course.
- B. Curriculum: a series of courses comprising a program of study.
- C. Prerequisite: a course or other requirement that a student must satisfy prior to enrolling in a specific course or program.

#### **IV. GENERAL GUIDELINES**

- A. Admissions guidelines for specified curricula are detailed in the VHCC College Catalog.
- B. Prerequisite requirements for specified courses are listed in the VHCC College Catalog.

**V. DELEGATION OF AUTHORITY**

- A. The College President has the authority and delegates to the Vice President of Instruction and Student Services the responsibility to establish procedures to meet the requirements of this policy.

**APPENDIX**

**VI. RELATED STANDARDS, LEGAL CITATIONS, OR SUPPORTING DOCUMENTS**

- A. VHCC Policy 5.2.0
- B. VHCC Policy 5.2.1
- C. VCCS Policy 5.02
- D. VCCS Policy 5.03
- E. SACSCOC Standard 9.7

**VII. OPERATING REQUIREMENTS**

- A. Admissions Requirements for Specified Curricula:
  - 1. Admission requirements for specified curricula are developed by the faculty of that curriculum and are submitted to the Academic Programs Committee for approval.
  - 2. After approval of admissions requirements, the requirements are published in the VHCC College Catalog.
  - 3. Students wishing to enroll in a specified curriculum submit their applications by the published deadline to the Coordinator of Admissions and Records.
  - 4. Students admitted into a specified curriculum are notified by the Coordinator of Admissions and Records.
- B. Prerequisites and/or Corequisite Requirements for Specified Courses:
  - 1. Prerequisites and corequisites for specified courses are developed by discipline faculty in consultation with the VCCS Master Course File and are submitted to the Academic Programs Committee for approval.
  - 2. After approval of course prerequisites or corequisites, the prerequisites or corequisites are published in the VHCC College Catalog.
  - 3. In addition to meeting general admission requirements, students are admitted to specific courses when the prerequisite requirements are satisfied.
  - 4. When a course requires a corequisite a student must be enrolled in the course and the corequisite during the same semester.
  - 5. Prerequisite and/or corequisite requirements may be waived with permission from the division dean or designee.