

## ADMINISTRATIVE POLICY

### ADMISSIONS

*This policy pertains to employees and students.*

#### **Statement**

Fox Valley Technical College maintains open enrollment practices for all prospective students, ensuring compliance with all applicable state and federal laws and following accreditation standards. In alignment with FVTC's mission, this policy promotes a fair and transparent admissions process, free from bias and undue influence, to provide equitable access to educational opportunities for all applicants. All FVTC staff and faculty must adhere to this and all related policies in all dealings with prospective students and applicants.

#### **Recruiting**

Fox Valley Technical College commits to ethical and impartial treatment of all applicants for admission. As an organization, we ban the practice of high-pressure recruitment tactics to secure enrollments of anyone. No weight is given in the admissions process to a student's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status, or parental status.

Fox Valley Technical College will refrain from falsely claiming that enrollment spots are limited or taking advantage of prospective students' lack of understanding to pressure students to enroll or apply, pressuring students from making an immediate financial aid decision, or engaging in repeated unsolicited contact. FVTC staff, including area school district staff acting on behalf of the College, will:

- Accurately describe the nature of their position with FVTC.
- Refrain from using threatening, abusive, or manipulative language to influence a student's decision.
- Not engage in aggressive or deceptive recruitment tactics or conduct, such as obtaining students' contact information from websites that provide false claims about employment or government benefits, discouraging students from consulting with other parties before enrolling, or failing to respond promptly to students' request for additional substantive information regarding enrollment or financial information.
- Ensure that students have sufficient time to review institutional policies, program requirements, and whether any previous coursework will transfer before the start of coursework. In addition, students should have time to understand financial aid options and obligations.
- Promptly remove a student's name from phone, email, or other contact lists at the student's request.

No college employee will offer or accept any commission, bonus, or other incentive payment based directly or indirectly on securing enrollments or federal financial aid (including Tuition Assistance funds) to any persons or entities engaged in any student recruiting, admission activities, or making decisions regarding the award of student financial assistance.

**Admissions Deadlines** *(This section of the policy is effective for students applying to the Summer 2026 semester and later.)*

FVTC accepts applications for admission on a rolling basis; however, term and program-specific deadlines will be listed at <http://www.fvtc.edu/apply>. High school students may apply for admission the summer following their junior year. It is the responsibility of the student to complete the application process so that all admission requirements can be met. District residents who are admitted on or before the following dates will have admissions priority:

- For programs commencing any time during the fall semester, the preceding January 1.
- For programs commencing any time during the spring semester, the preceding May 1.
- For programs commencing any time during the summer semester, the preceding October 1.

After the dates provided, district residents shall have priority equal to non-district state residents for program admission.

**Admissions Requirements**

FVTC requires an application submitted by the potential student to be admitted as a degree-seeking student at the college. FVTC requires that all information provided by any applicant be accurate and complete. The signature (or electronic signature) section of the application attests to the accuracy and completeness of all questions on the application. Intentional failure to provide correct information may be grounds for revocation of admission.

FVTC charges a \$30 application fee, but the college reserves the right to waive the fee under certain circumstances.

As part of the admissions process at FVTC, students must report their most recent high school grade point average (GPA) or test scores if available.

Some programs require proof of high school completion at the time of admission for licensure and/or accreditation purposes. For these programs, the student must request the transcript directly from the high school or the Department of Public Instruction (for GED/HSED). Transcripts must be received before a student's application is complete and starting classes. Final high school transcripts may be required for financial aid to be disbursed. Please see the [FVTC Programs](#) page for additional information.

Official high school transcripts are those that meet one of the following definitions:

- 1) Received electronically through Parchment. (Parchment transcripts are considered official when downloaded directly from the Parchment Exchange website. They may or may not be signed).
- 2) Official paper copy sent through US Postal Mail or dropped off in person. (An official transcript must be printed within the last year and from the institution in a sealed envelope marked "official.")
- 3) Document emailed directly from a high school official. (Student-emailed transcripts or emails sent by another third party will not be accepted as official).

- 4) If the student provides an in-progress transcript for admissions purposes, it will be validated after high school completion. It is the admitted student's responsibility to ensure that this is completed before starting their program.
- 5) In-progress transcripts must include all coursework and grades through a student's junior year of high school.

#### International High School Transcripts

High school transcripts in a language other than English must also be official and accompanied by a verbatim English translation. The college's admissions office maintains a listing of translation services.

#### GED/HSED

Students who have earned or are in the process of completing a GED or HSED must submit verification directly from DPI. Students are required to test GED 2014 for waiver of skills assessment.

#### Students Who Have Not Completed High School

Fox Valley Technical College allows exceptions for students who have not yet completed their junior year of high school to apply for certain programs under special circumstances. These opportunities are offered through agreements with local high school districts, such as High School Academies. Approval for these programs is at the discretion of the Chief Academic Officer and the academic dean. All standard admission and course requirements must still be met.

#### Administrative Application Withdrawal

Prospective students who are admitted to the college but fail to enroll within three terms will have their application administratively withdrawn. Should the student wish to enroll, a new application must be submitted. The academic preparedness requirements and program plan in effect as of the term of re-admission will be applied.

#### **Academic Preparedness** *(This section of the policy is effective for students applying to the Summer 2026 semester and later.)*

Admission to the college allows students to enroll in some courses. However, many program courses have special prerequisites and requirements. Specific programs require additional admission requirements under state licensure or programmatic accreditation. Some examples include background checks, placement exams, preparation courses, and minimum GPAs on previous coursework. A complete list of program-specific academic preparedness requirements can be found on each program page on the [FVTC Programs page](#).

Prospective students applying to the College who have previously earned an associate degree or higher may submit an official college transcript in place of the required skills assessment.

#### **High Demand Programs** *(This section of the policy is effective for students applying to the Summer 2026 semester and later.)*

When the number of admitted students exceeds the number of available spots in the *technical studies* courses within the course list (i.e., "Core" coursework) for a term of admission, the

program is considered “high demand.” While core course availability is reviewed on a rolling basis, a program may be designated as high demand as necessary and determined by the Director of Enrollment Management. These programs will be designated as such on the FVTC programs page and include approximate wait time after admission to be enrolled in core courses. All programs that do not fall into the high-demand category will continue to offer available courses on a space-available basis. Admission to a program does not guarantee access to all required courses in any given term.

In the case of a high-demand program, the following priority and eligibility will apply:

- Prospective Students are prioritized to start in core program classes on a waiting list based on residency status in the following order (See [Residency Policy](#) for further details):
  1. Applicants from within the FVTC District who have been admitted by the in-district admissions deadline. For a map of the FVTC District, please visit <https://www.wtcsystem.edu/detailed-college-map/>
  2. In-state applicants who do not live in the FVTC District.
  3. Out-of-State Applicants. Not all programs accept out-of-state applicants.
- Waiting list priority is determined by the date a prospective student’s application is complete, including submission of all admissions requirements.
- Once an in-state student has established a place on the waiting list for a term of admission, they will maintain that position if they choose to remain on the waitlist or until they are enrolled in first-semester core program classes in the admitted program.
- All individuals who cannot start core classes due to capacity limitations must be notified in writing about their option to be included on the waitlist.
- Students on the waitlist can work on satisfying academic preparedness requirements. These include general education courses, testing requirements, or final high school transcript submission. Please see the specific program page for a full list of these items.
- FVTC will maintain a waiting list to determine an admitted student’s registration priority for core classes based on the criteria above. Please see the [College Registration Policy](#) for additional information on the priority registration process.

Students admitted to a high-demand program will fall into the following categories. All admitted students will need to opt-in to the waiting list.

- Pre-Core: Admitted student who has met all admissions requirements but not academic preparedness criteria. These students will be on the waiting list for core classes but must meet the academic preparedness criteria to be offered a priority registration appointment.
- Core-Ready: Admitted student who has met all core class admissions and academic preparedness requirements. These students will be offered a priority registration appointment based on their admission date and residency.
- Core Active: Admitted students who are enrolled in core classes.

**Special Circumstances** *(This section of the policy is effective for students applying to the Summer 2026 semester and later.)*

Specific exceptions to the above policy may be made for situations as described in [Wisconsin TCS 10.07\(m\)](#). The Department Dean must initiate requests for exceptions through the Chief Academic Officer. Final approval must be provided by both the Wisconsin Technical College System and the Fox Valley Technical College Board.

**Related Policies:**

**Code of Ethics/Conflicts of Interest**

**Equal Opportunity**

**Sex-Based Discrimination and Nondiscrimination**

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