

ADMINISTRATIVE POLICY
GUARANTEES FOR EDUCATIONAL PROGRAMMING

This policy pertains to students.

Graduate Retraining Policy

Fox Valley Technical College affirms that the education and training offered by the College are designed to enable eligible graduates to acquire occupational skills training necessary for full participation in the workforce. The FVTC Board of Trustees, in compliance with s.38.24(4), Wis. Statutes, and with the support of the FVTC Foundation, Inc., offers graduate retraining which guarantees up to six credits of additional instruction at no additional charge, plus other student services, to eligible FVTC graduates. In addition, employers who hire FVTC graduates may recommend those employees for graduate retraining if they lack the necessary entry-level job skills and abilities.

Any FVTC graduate is eligible for graduate retraining if they:

- Graduated from an associate degree or technical diploma program of at least one year in length.
- Applied for graduate retraining within one year of graduation.
- Actively pursued employment in that occupational field.
- Has not secured employment in the occupational field in which they received the degree or diploma.
- Has not refused employment in that occupational or related field.
- Actively sought assistance from FVTC's Career Services

Any FVTC graduate is eligible for graduate retraining, when recommended by an employer, if they:

- Graduated from an associate degree or technical diploma program of at least one year in length.
- Lacks entry-level job skills and abilities as defined by program outcome statements (the graduate's employer must specify in writing, to the FVTC Board of Trustees, the specific areas in which the graduate's skills and abilities are deficient).
- Requested retraining within 90 days of initial employment and one year of graduation.

Graduates qualifying for graduate retraining will have credit and noncredit courses and support services made available to them. Any additional instruction will consist of regularly scheduled FVTC courses. The fees for related courses will be waived or paid by the FVTC Foundation, Inc., with textbooks and supply costs paid by the graduate.

The procedures for graduate student retraining are available in Career Services.

Guarantee for Contract Services

Fox Valley Technical College offers an assurance of quality in contract services provided and offers contract clients a simple guarantee: if the training or technical assistance services do not meet the requirements agreed upon in a contract, the client is entitled to have the service redone at no additional charge.

College contract service consultants should bring any occurrence of client dissatisfaction with a contract deliverable and related use of this guarantee to the attention of the Vice President for Learning and Chief Academic Officer. They will then work with the respective instructional division and the Director of Business and Industry Services to resolve the matter to the client's satisfaction.

Adopted: 03/20/90

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