

## College Admissions Policy

Chippewa Valley Technical College operates under the guidelines of the Wisconsin Technical College System. Any person who is at least 18 years of age or a high school graduate (or its equivalent) is eligible to apply to any diploma program. Non-high school graduates over the age of 18 are eligible to apply to any program that does not require a high school diploma (or its equivalent) but may not be eligible for Financial Aid.\*

The College collaborates with secondary schools and home-schooled students in providing training opportunities for approved high school age students. Currently enrolled high school students may submit an admissions application for the following school year beginning on a designated date at the end of their junior year.

Individuals applying to a CVTC program must meet College entrance requirements consisting of a completed application form; a one-time, nonrefundable application fee. The college may choose to waive the application fee at any time for applicants. Additional program admission requirements may be required such as minimum assessment scores, high school or college gpa, academic coursework, and other requirements associated with certifying or licensing entities and clinical sites. Applicants who do not meet program requirements are given pre-program status to allow them to complete academic admission requirements and take general education coursework required for their program of study.

Additional admission requirements are established for international applicants. (See specific policy and/or procedure for details.)

Applicants are accepted into programs on a first-come, first-qualified, first-served basis. Meeting admission requirements does not guarantee admission to the program as each program has a limited number of spaces available. The College may also cease accepting applications for a given semester once program, pre-program, and/or course capacities have been met. The college has the right to discontinue or suspend a program at any point in time.

CVTC maintains waiting lists for all programs. Individuals are placed on a waiting list based on their program eligibility date and are given the opportunity to be accepted as pre-program students which allows them to take general education coursework required for their program of study.

Individuals may apply for more than one program; however, pre-program status is limited to one program at a time. Individuals may be on multiple waiting lists.

Applications for individuals who owe money to the College are processed when their financial obligations have been fulfilled or when payment arrangements have been made with the Finance Office.

Individuals who attended three programs at CVTC without graduating from any and apply for an additional program(s) must receive approval by the appropriate academic dean. Their applications are processed when the Admissions Office receives approval from the dean.

Individuals who are accepted into a program, begin coursework, and then leave the program without fulfilling the program requirements must re-apply to their programs to guarantee that a spot is available for them in their program courses. If individuals re-enter into the second, third, or fourth semester of their programs, the academic advisor collaborates with the education dean and/or program director/chair to determine if there is space available. Individuals re-entering into their first semester of the program are considered new students and must meet current admission requirements and establish a new program eligibility date.

Individuals accepted into a program may request a one-time delay in their entry point for any reason provided they notify the Admissions Office in writing prior to the start of their original entry point (semester).



Requests for exceptions to the above policies are directed to the Director of Enrollment Services. Applicants may appeal admission decisions to the Vice President for Student Services.

\* Students who are beyond the age of compulsory attendance within the state and pass a test that demonstrates the student's ability-to-benefit (ATB) from the educational program in which the student is enrolled may be eligible for financial aid. For more information regarding ABT at CVTC, go to <https://www.cvtc.edu/admissions/ability-to-benefit>.