

# COLLEGE POLICY

## Policy Title Admission and Waiting List

Policy number	5510
Date issued	
Responsible office(s)	Student Affairs
Keywords	Admissions; waiting list;

### Policy purpose

The intent of Madison College's Admission and Waiting List Policy is to ensure fair, transparent, and equitable access to academic programs, prioritizing qualified applicants based on readiness, residency, and application timing, while managing limited program capacities effectively.

### Scope

This policy applies to any member of the college community—faculty, staff, administrators, or others—who is involved in the development, delivery, oversight, or support of any academic program or certificate that is subject to the requirements of TCS 10. This includes, but is not limited to, individuals responsible for curriculum design, program coordination, academic advising, and compliance monitoring related to such programs.

### Definitions

#### Program Admission Types

- Open Access
  - No program capacity limitations due to the curriculum and/or the sequencing of courses within the curriculum. Individual courses may be in high demand, but all students will have access to at least some occupational or technical coursework.
  - No academic preparedness requirements for the overall program. Individual courses may have enrollment requirements such as placement testing or pre-requisites.
- Limited Capacity – These programs and certificates have limitations due to factors such as College resources, clinical limitations, approved accreditation capacities, and labor market considerations.
- Limited Capacity with Academic Preparedness Requirements – In addition to capacity limitations, these programs require prerequisite coursework and/or other academic measures to ensure students are adequately prepared for program courses and requirements.

#### Enrollment Demand Categories for Limited Capacity Programs

- High Enrollment Demand
  - Description: High number of applicants relative to program capacity, with many converting to enrollment
  - Outcome: Ongoing waiting list
  - Estimated Wait Time: Over 1 year
- Moderate Enrollment Demand
  - Description: High number of applicants relative to program capacity, with conversions to enrollment may vary to slightly above or below program capacity
  - Outcome: Small waiting list possible; seats typically offered within the next start term

- Estimated Wait Time: 0-1 year
- Low Enrollment Demand
  - Description: Applicant volume may vary, but conversions to enrollment have historically been below program capacity
  - Outcome: Available seats
  - Estimated Wait Time: None

## Student Status Terms

These are student status terms for when a qualified applicant has applied and met all admission requirements by the deadline for that term. They are used to define the student's admission status and their next steps.

- Pre-Core – The student has been admitted to the program but is on the waiting list for core courses. They have met all admission requirements but have not yet satisfied the academic preparedness criteria.
- Core Ready – The student has been admitted to the program but is on the waiting list for core courses. They have completed all admission requirements and academic preparedness criteria (if applicable), giving them priority over other applicants in future terms based on their admission date and residency status.
- Core Active – The student has been admitted to the program and is expected to enroll in core courses.

## Policy

Madison College embraces an open-door admissions policy for all prospective students who meet the necessary institutional requirements. Our admissions processes adhere to the college's [Equal Opportunity, Anti-Harassment, and Nondiscrimination Policy](#), as well as the guidelines set forth by the Wisconsin Technical College System.

## Admission Guidelines

Admission is granted on a first-come, first-served basis for those who complete their requirements by the specified deadlines. The admissions process does not consider a student's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status, or parental status. Additionally, Madison College prohibits the offering or acceptance of any commission, bonus, or incentive payment based on securing enrollments or federal financial aid related to student recruiting or admissions activities.

## Admission Requirements

Applicants must adhere to the terms, deadlines, and requirements specific to their chosen program or certificate. Admission criteria encompass items for admission to Madison College. Madison College requires an application to be admitted as a program student. Most programs require proof of educational completion. For programs that require proof of educational completion, individuals without a high school diploma, GED, or HSED can enroll in preparatory programs to obtain these credentials. Please note that students without a high school diploma, GED, or HSED are ineligible for Title IV financial aid.

- Application Limits
  - Programs may limit the number of applications accepted or limit the period during which applications are accepted.
  - Programs may also limit applications to state residents based on the enrollment demand.
- Additional Requirements
  - Certain degrees, diplomas, or certificates may have additional admission requirements due to their specific nature. These are requirements that cannot be completed through Madison College such as additional educational completion. In some cases, the Admissions Office will review applications directly; in others, documentation may be forwarded to the Program Director or designated personnel for further evaluation.
- Auto-Admit

- Some degrees, diplomas, or certificates may admit students with no additional requirements beyond the application. Generally, applicants will receive admission decisions within 24 hours of submission.

### **Academic Preparedness Requirements**

Academic preparedness requirements include prerequisite coursework and other academic measures to ensure that students are ready for technical/occupational courses and can successfully complete program requirements.

These requirements must:

- Align only with the minimum standards set by:
  - State licensure
  - Accreditation requirements
  - What is necessary for student success in the program curriculum
- Be based on objective assessments of student academic performance
  - Subjective criteria such as essays and interviews are not permitted
- Acceptable assessment methods may include:
  - Examinations (e.g. HESI, CLEP), which should be offered at little or no cost to students.
  - Multiple options for fulfilling requirements, including:
    - Transfer credit
    - Dual credit
    - Prior Learning Assessment
    - Successful completion of the course at the college.

### **Equity Considerations**

- Additional requirements beyond the minimum can disproportionately affect students from historically underrepresented backgrounds
- This is not permissible under federal law as outlined in the Methods of Administration Guidelines § IV.K.

Programs with minimum academic preparedness requirements must:

- Clearly define each requirement
- Provide justification, which may include:
  - Data from prior students showing that a certain grade in a prerequisite or general education course correlates with success in core courses
  - Accreditation and licensing Key Performance Indicators (KPIs)
- Justification needs to be submitted to the Methods of Administrator Coordinator for Postsecondary Career and Technical Education as part of civil rights compliance reviews.

### **Links to state/federal regulations**

Wisconsin State Legislature Chapter TCS 10: [https://docs.legis.wisconsin.gov/code/admin\\_code/tcs/10](https://docs.legis.wisconsin.gov/code/admin_code/tcs/10)

### **Supporting documents**

### **Related policies**