

# Madison College



## Policy #3110

### Enrollment Requirements

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#### POLICY PURPOSE

Madison College is committed to establishing and maintaining enrollment requirements that promote student success, equitable access, and administrative efficiency across all academic programs.

#### SCOPE

This policy applies to all faculty, administrators, staff, and enrolled students.

#### DEFINITIONS

- **Enrollment requirement**  
The minimum prerequisite coursework and other academic measures to ensure that students are ready for the individual course.  
*Additional requirements beyond the minimum can disproportionately affect students from historically underrepresented background. Each requirement should allow multiple options for fulfillment. Enrollment requirements must be clearly defined and justified.*
- **Policy Guidelines**  
Practices associated with the implementation and assessment of this policy. *Exact implementation of the practices may change based on technology resources, staffing, and/or new legal requirements.*

#### POLICY STATEMENT

Madison College is committed to establishing and maintaining enrollment requirements that promote student success, equitable access, and administrative efficiency across all academic programs.

Guided by the principles outlined below, this policy ensures that all enrollment requirements support academic preparedness, minimize unnecessary barriers, and foster a culture of transparency and continuous improvement.

#### Guiding Principles

- **Data-Informed Practices**  
All enrollment requirements will be supported by relevant data demonstrating their

effectiveness in enhancing student outcomes. Regular review cycles—at least every two years—will be conducted to ensure ongoing alignment with institutional goals.

- **Commitment to Student Success**

Requirements will be strategically developed and continually assessed to support student progress and achievement, with a focus on retention and completion rates.

- **Equity and Access**

Enrollment requirements will be designed to eliminate unnecessary barriers, uphold fairness, and provide multiple pathways for fulfillment. Transparent processes and equitable support systems will be available to all students, especially those from underrepresented backgrounds.

- **Streamlined Administration**

Automation and efficient system configuration will be prioritized to reduce manual workload for both faculty and staff, ensuring timely enrollment and override processes.

- **Timely and Fair Override Processes**

Clear criteria and standardized procedures for override requests will be in place, supported by technology solutions to expedite resolution and prevent enrollment delays.

- **Transparency and Communication**

All enrollment requirements, their rationale, and any associated processes will be clearly communicated to students, faculty, and staff. Training will be provided to ensure stakeholders can effectively guide and support students.

- **Collaboration and Accountability**

Faculty, staff, and administrators will collaboratively oversee the development, review, and application of enrollment requirements. Accountability measures will ensure that all parties uphold their responsibilities, with oversight provided by a designated committee or task force.

This policy reflects Madison College's dedication to student-centered academic practices, continuous evaluation of enrollment requirements, and the removal of systemic obstacles to student achievement. All stakeholders are expected to uphold these principles to create a supportive and inclusive learning environment.

## 4. Policy Guidelines

### 4.1 Data-Informed Decision Making

All enrollment requirements will be based on data that demonstrates their relevance and effectiveness in supporting student success. When new requirements are proposed, data from relevant student outcome studies, retention rates, and course completion rates will be gathered and used to inform the decision-making process. Existing requirements will undergo a formal review cycle to assess their continued effectiveness. This review will occur on a regular basis, at least every two years, to ensure that requirements are still aligned with the institution's educational goals. Enrollment must be clearly defined and justified.

### 4.2 Student Success

All enrollment requirements will be based on data that demonstrates their relevance and effectiveness in supporting student success. When new requirements are proposed, data from relevant student outcome studies, retention rates, and course completion rates will be gathered and used to inform the decision-making process. Existing requirements will undergo a formal review cycle to assess their continued effectiveness. This review will occur on a regular basis, at least every two years, to ensure that requirements are still aligned with the institution's educational goals. Enrollment must be clearly defined and justified.

### 4.3 Equity and Access

Enrollment requirements must be designed and implemented in a way that ensures equitable access to educational opportunities for all students. Requirements will be transparent, clearly communicated, and structured so that students who meet them can easily self-enroll without unnecessary barriers. For students who do not meet the requirements, a fair and transparent process will be in place to resolve the gap. The institution is committed to providing students with the support needed to meet enrollment requirements, considering diverse backgrounds and prior academic experiences. Best practices for enrollment requirements focus on academic preparedness not academic planning. The use of enrollment requirements to enforce a cohort is discouraged.

### 4.4 Reducing Manual Effort and Administrative Burden

The enrollment requirements system will be designed to reduce manual interventions and streamline administrative processes. Where possible, the setup of enrollment requirements in the system should be automated, and manual processes for managing overrides should be minimized. The number of override requests and the time it takes to process them will be tracked and regularly reviewed for opportunities to improve the process. Staff and faculty time will be optimized to ensure that resources are being used efficiently and that students are able to enroll in courses without unnecessary delays. Current enrollment requirements will be included in the agreed upon review cycle.

#### *4.5 Timely Resolution of Override Requests*

The override process for enrollment requirements will be reviewed and streamlined to ensure that it does not create unnecessary delays for students. Clear criteria will be established for when overrides can be granted, and a standardized process for requesting, reviewing and granting overrides will be put in place. Staff and faculty will be trained to handle override requests efficiently and consistently. Additionally, technology solutions will be explored to reduce the time it takes to process overrides, ensuring that students can proceed with enrollment as quickly as possible.

#### *4.6 Transparency and Communication*

Clear communication regarding enrollment requirements and the override process will be provided to students, faculty, and staff. All students will be informed of the specific enrollment requirements for their courses, along with the rationale behind each requirement. For students who do not meet the requirements, clear guidance will be provided on how they can resolve the gap. Faculty and staff will be trained to assist students in understanding the requirements and navigating any challenges in meeting them.

#### *4.7 Collaboration and Accountability*

The institution's faculty, staff, and managers will work together to ensure that enrollment requirements are consistently applied and support student success. Accountability measures will be in place to ensure that all stakeholders are fulfilling their roles in the process, including the accurate setup of requirements in the system, the timely processing of override requests, and the transparent communication of requirements to students. A designated committee or task force will oversee the ongoing development and review of the enrollment requirements policy to ensure alignment with institutional goals.

### **5. Implementation and Responsibilities**

#### *5.1 Academic Departments and Faculty*

Academic departments and faculty are responsible for proposing and reviewing enrollment requirements to Academic Deans. Faculty will work collaboratively with other stakeholders to ensure that requirements are aligned with course content and student success. Faculty will also assist in communicating requirements and guiding students through the process.

#### *5.2 Enrollment Services and Advising Teams*

Enrollment services and advising teams will be responsible for ensuring that enrollment requirements are clearly communicated to students and that any issues related to enrollment requirements are promptly addressed. These teams will play a key role in assisting students with override requests and providing support to students who need assistance in meeting the requirements.

### *5.3 Admission Team*

In accordance with Chapter TCS 10 of the Administrative Code regarding admission policies, courses within the technical or occupational curriculum of limited capacity programs or certificates will be restricted to students actively enrolled in those specific programs or certificates. These restrictions are in place to ensure that students within these programs have access to required courses. The Admissions Office will collaborate with the program to determine these restrictions.

### *5.4 IT and Systems Teams*

IT and systems teams will ensure that the enrollment requirements system is properly configured and optimized for efficiency. They will work closely with academic departments and enrollment services to ensure that requirements are implemented correctly in the system and that any manual processes are minimized. These teams will also play a role in exploring technology solutions to improve the efficiency of the override process.

## **6. Conclusion**

This policy aims to address the current challenges related to enrollment requirements by creating a clear, data-informed, equitable, and efficient system. By reducing manual efforts, streamlining communication, and focusing on student success, this policy will improve the enrollment experience for students, staff, and faculty alike, ensuring that students can enroll in courses without unnecessary delays or confusion.

## **LINKS TO STATE/FEDERAL REGULATIONS**

## **SUPPORTING DOCUMENTS**

## **RELATED POLICIES**

## **REVISIONS**

8/14/2015..... Policy drafted