

**Memorandum of Understanding between
Fox Valley Technical College and
University of Wisconsin Oshkosh
University Transfer - Associate of Arts/Associate of Science**

Fox Valley Technical College and University of Wisconsin Oshkosh will cooperate in the delivery of Fox Valley Technical College's University Transfer - Associate of Arts and University Transfer - Associate of Science degrees. This memorandum of understanding describes the intent, spirit, and commitment of both parties in collaboration.

Wisconsin Technical College System (WTCS) Mission and Purpose:

"...to provide a system of technical colleges which enables eligible persons to acquire the occupational skills training necessary for full participation in the work force; which stresses job training and retraining; which recognizes the rapidly changing educational needs of residents to keep current with the demands of the work place and through its course offerings and programs facilitates educational options for residents; which fosters economic development; which provides education through associate degree programs and other programs below the baccalaureate level; which functions cooperatively with other educational institutions and other governmental bodies; and which provides services to all members of the public." (Wisconsin Statute, Chapter 38.001)

The additional purpose of the technical college system: "Provide a collegiate transfer program."
(Wisconsin Statute, Chapter 38.001(1)(3)(b), 38.01(3).

Fox Valley Technical College Mission, Vision and Values:

Our Mission Is To:

Provide relevant technical education and training to support student goals, a skilled workforce, and the economic vitality of our communities.

Our Vision Is To Be:

A catalyst in engaging partners to bring innovative education solutions to individuals, employers, and communities – transforming challenges into opportunities.

Values:

Statements of core values are designed to characterize the desired teaching/learning environment and to guide the development of institutional policies and practices. Accordingly, all members of the Fox Valley Technical College community affirm the following college values:

- **Integrity** – We value responsible, accountable, ethical behavior in an atmosphere of honest, open communication, and with mutual respect.
- **Collaborative Partnerships** — We value partnerships with business, industry, labor, government, educational systems, and our communities.
- **Innovation** — We value creativity, responsible risk-taking, and enthusiastic pursuit of new ideas.

- **Continuous Improvement** — We value continuous improvement of our programs, services, and processes through employee empowerment and professional development in a team-based culture.
- **Customer Focus** — We value our internal and external customers and actively work to meet their needs.
- **Diversity** — We value an educational environment that attracts and supports a diverse student/staff community and fosters global awareness.
- **Sustainability** — We value the responsible use of resources to achieve balance among social, economic, and environmental practices.

University of Wisconsin Oshkosh Mission, Vision and Values:

Mission:

The University of Wisconsin Oshkosh provides a high-quality liberal education to all of its students in order to prepare them to become successful leaders in an increasingly diverse and global society. Our dedicated faculty and staff are committed to innovative teaching, research, economic development, entrepreneurship and community engagement to create a more sustainable future for Wisconsin and beyond. High quality academic programs in nursing, education, business, social sciences, natural sciences, humanities, fine and performing arts, engineering technology, information technology, health sciences and applied and liberal studies—all delivered in an innovative and inclusive learning environment—lead to degrees at the associate, baccalaureate, master’s and professional doctorate levels.

Vision:

The University of Wisconsin Oshkosh will be a research-enhanced comprehensive university built upon the ideals of a liberal education, inclusive excellence and shared governance that reinforces a nationally recognized emphasis on sustainability.

Values:

- Student Success
- Inclusive Environment
- Sustainability
- Shared Governance
- Community Partnerships
- Creativity
- Workplace Joy

Overall Objective

The University Transfer - Associate of Arts/Associate of Science degrees are designed to prepare students to enter Baccalaureate programs with a junior status at University of Wisconsin Oshkosh. Upon completion, students will have met the general education requirements of University of Wisconsin Oshkosh, with up to 61 credits, based on individual course selection, eligible for guaranteed admission and transfer. Elective options will allow students to select courses that appeal to future career plans. The curriculum proposed will provide sufficient options for enrollees to complete the Associate Degree requirements in two years and the Bachelor’s Degree requirements in four years. Fox Valley Technical

College (FVTC) and University of Wisconsin Oshkosh (UWO) have developed a guaranteed transfer agreement (see Appendix A). FVTC and UWO agree to commit to a partnership under the terms of this memorandum of understanding (MOU) and all of its incorporated attachments.

FVTC has reviewed courses that are part of current Wisconsin Technical College System (WTCS) university transfer degrees to align in title and number. FVTC classes will be available through in-person, online, virtual (online synchronous), or a combination of delivery modes, with some exceptions. Students will need to complete a minimum of 25% of the degree, or 16 credits, at FVTC; the degree will be awarded by FVTC.

Demonstration of Need

This agreement demonstrates the need for this program throughout the FVTC region, while also supporting the WTCS mission of providing a statewide, full-time collegiate transfer program (Wisconsin Statute, Chapter 38.001(1)(3)(b), 38.01(3)).

- FVTC and UWO seek to close the attainment gap by expanding and maximizing access to postsecondary education in the FVTC District. The Lumina Foundation, *A Stronger Nation: 2021 Wisconsin Report*, provides data regarding the attainment rate in Wisconsin and by county. According to the report, “Wisconsin’s attainment rate is 54.7 percent, and the state is working toward its attainment goal of 60 percent by 2027.”¹ The FVTC district average is 39%².
- FVTC and UWO seek to better serve residents who already demand a transfer degree. Northeast Wisconsin students, especially those that are place bound, do not have access to acquire a transfer degree at their local technical college. Many students are leaving the FVTC district in order to obtain the liberal arts associate degrees. According to WTCS Tableau Data, 173³ district students, as of November 12, 2021, attended WTCS colleges outside the FVTC district to obtain Liberal Arts degrees.
- FVTC and UWO hope to further expand Baccalaureate partnerships within the region. According to research completed by the Jack Kent Cooke Foundation, in the report titled, “Persistence: The Success of Students Who Transfer from Community Colleges to Selective Four-Year Institutions,” it was found “that community college transfer students have equal to higher graduation rates than students enrolling from high school or transferring from other four-year institutions.”⁴

¹ The Lumina Foundation, “A Stronger Nation: Learning beyond high school builds American talent.” [blob:https://www.luminafoundation.org/f25dec4b-dabb-47e4-a1c1-523bfc92b22f](https://www.luminafoundation.org/f25dec4b-dabb-47e4-a1c1-523bfc92b22f), p. 2, 2021 Wisconsin Report.

²The Lumina Foundation, “A Stronger Nation: Learning beyond high school builds American talent.” [blob:https://www.luminafoundation.org/f25dec4b-dabb-47e4-a1c1-523bfc92b22f](https://www.luminafoundation.org/f25dec4b-dabb-47e4-a1c1-523bfc92b22f), pages 4-5, 2021 Wisconsin Report.

³ Tableau: WTCS Program Performance Dashboard

⁴ <https://www.jkcf.org/research/persistence/>

It is believed that the partnership between FVTC and UWO will further improve attainment rates within Northeast Wisconsin. It will create access to higher education for residents of Northeast Wisconsin, resulting in a more educated workforce.

Guiding Principles

- Both institutions will contribute resources and expertise toward the common goal of providing the opportunity for students to earn a University Transfer - Associate of Arts/Associate of Science degree toward transfer to a baccalaureate degree.
 - Courses will be delivered in a variety of modalities depending on student preference, including in-person, online and hybrid formats.
 - Please see Appendix A: Guaranteed Transfer Agreement
- Students will enroll in the program through FVTC. FVTC and UWO will develop a process for reverse transfer as part of this partnership.
- The institutions will create a consortium agreement for enrolled students to earn a University Transfer - Associate of Arts or University Transfer - Associate of Science Degree, conferred by FVTC, as approved by the WTCS Board and the UW System Board of Regents.
 - Please see Appendix B: Curriculum
- The institutions will work collaboratively to transcript the courses and review and update the information annually.
- Each institution will maintain their own college accreditation and FVTC will maintain all documentation on program direction, program planning and the encompassing agreements.
 - The Higher Learning Commission (HLC) has determined that a Substantive Change Application is needed for this program; FVTC is in the process of submitting the required paperwork.
 - Curriculum and instructional delivery will be aligned with FVTC standards and expectations.
- Each institution will participate in jointly marketing the new program collaboration, including noting it in appropriate institutional publications and web content.
 - Collaborative promotional materials for the University Transfer – Associate of Arts/Associate of Science degrees will be created.
- Data on enrollment, retention, pre- and post-transfer, completion and recruitment will be shared annually between the partnering institutions.
 - Please see Appendix C: Assessment
- FVTC and UWO will meet at least once per semester to assure learning needs are met with the agreement.
- FVTC and UWO faculty will participate in an Advisory Committee to understand employer needs.

- This agreement is subject to review if either FVTC or UWO undergoes curriculum revision OR within five years of the origination of this agreement, whichever occurs earlier.

Partner Roles and Responsibilities

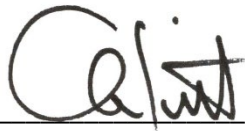
Fox Valley Technical College will:

- Ensure all collaborative program documentation is accurate, up-to-date and appropriate approvals have been obtained from the Wisconsin Technical College System Office.
- Provide program direction for the entire curriculum, including a plan for program marketing.
- Assess Credit for Prior Learning based on WTCS standards.
- Accept Start College Now credits based on applicable standards.
- Assign a Dean to provide program oversight and supervision.
- Award financial aid to students within the Associate Degree programs.
- Hire and supervise instructors for courses offered as part of the degree program.
- Claim FTEs and college program and material fees from students enrolled in courses offered by FVTC.
- Confer the University Transfer - Associate of Arts/Associate of Science degrees.
- Process student applications and collect applicable application fees.
- Provide advising and support services.
- Assign a program advisor to assist new students enrolling in this program. Upon being admitted to the program, this advisor will serve as their advisor through the entire program.
- Students will have access to a variety of support services, including:
 - Disability-Related and Educational Support
 - Academic Advising
 - Program Preparation
 - Library Services
 - Teaching & Learning Center (TLC)
- Collect a Consent for the Release of Confidential Information Form from the student and share the form with UWO.
 - Please see Appendix D: Consent for the Release of Confidential Information Form
- Schedule at least two Advisory Committee meetings per year between the institutions to address any issues or concerns.
- Work collaboratively to develop plans for students to complete the program should it be necessary to discontinue it.

University of Wisconsin Oshkosh will:

- Provide an opportunity for a FVTC University Transfer - Associate of Arts/Associate of Science degree graduate to complete a bachelor's degree.
- Participate in the annual coordination meeting as scheduled by FVTC.
- Collaborate and respond in a timely manner to course and programmatic matters brought forth by FVTC.
- Program coordination at UWO will be through the Office of Academic Affairs.

- Collaborate with FVTC on services to students such as admission processes, registration records, transfer of credits, transcripts, advising and support services and other needed services.
- Maintain a commitment to students enrolled in the collaborative program.
 - UWO will have consistent contacts for FVTC faculty and staff related to registration, advising and student support.
 - Work collaboratively with FVTC to identify a FVTC advisor for the University Transfer - Associate of Arts/Associate of Science degrees.
- Work collaboratively to support student completion and transfer of the degrees should it be necessary to discontinue offerings.
- When students directly contact UWO about the program, UWO will refer students to a FVTC program advisor.
- Assess Credit for Prior Learning based on University of Wisconsin Oshkosh standards.



Dr. Andy Leavitt, Chancellor, University of Wisconsin Oshkosh

1/28/2022

Date



Dr. Chris Matheny, President, Fox Valley Technical College

1/27/2022

Date

APPENDIX A
Guaranteed Transfer Agreement

Guaranteed Transfer Declaration of Intent

Qualified Fox Valley Technical College students will be guaranteed admission to University of Wisconsin Oshkosh as a transfer student with junior status, having all their general education requirements met, after fulfilling the specified requirements:

1. Enroll at Fox Valley Technical College in the University Transfer - Associate of Arts or Associate of Science program.
2. Complete the Declaration of Intent below and email to your advisor at Fox Valley Technical College.
3. Complete the University Transfer - Associate of Arts or University Transfer - Associate of Science degree.
4. Meet with a transfer program advisor at Fox Valley Technical College at least once per semester while enrolled.
5. Earn a minimum 2.0 cumulative GPA.
6. Meet minimum requirements for admission to University of Wisconsin Oshkosh. Visit <https://uwosh.edu/study-at-uw-oshkosh> for current requirements.
7. Apply online for transfer admission to University of Wisconsin Oshkosh at <https://apply.wisconsin.edu/homepage>. Submit your application in the term prior to your proposed start date. Application deadlines will be in effect. Please note in your personal statement that you are applying for the Guaranteed Transfer contract.
8. Students suspended from Fox Valley Technical College for disciplinary reasons are ineligible to participate in the transfer agreement.

Important Notes:

Admission to University of Wisconsin Oshkosh does not guarantee admission to a specific academic major or program. Visit www.uwosh.edu for information. This agreement does not guarantee bachelor's degree completion within four years.

The University of Wisconsin system Undergraduate Transfer Policy (June 2011) states that students may generally transfer up to 72 semester credits earned at non-baccalaureate institutions. UW institutions may accept additional credits toward the degree where appropriate. This does not alter policies concerning credits to be earned in residence at an institution.

Guaranteed Transfer - Declaration of Intent

Fox Valley Technical College to University of Wisconsin Oshkosh

Name _____ FVTC Student ID # _____

Phone # (w/area code) _____ Date of Birth _____

Address _____ City/St/Zip _____

Email _____

Anticipated Date of Entry at UW-Oshkosh _____

Intended UW-Oshkosh Major/Program _____

By signing and submitting this form, you agree that you have read and understand the conditions of the Guaranteed Transfer-Declaration of Intent.

Student Signature: _____

Fox Valley Technical College Academic Advisor:

Name (printed) _____ Phone: _____

Advisor Signature: _____ Date: _____

Fax or mail this form to:
UWO Admissions
800 Algoma Boulevard
Oshkosh, WI 54901

Keep one copy in the Fox Valley Technical College Advising/Registration Office and give one copy to the student.

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Office Use Only:

Date received _____

Credits earned _____

Start at Fox Valley Technical College _____ Start at UW-Oshkosh _____

APPENDIX B
Curriculum

**20-800-1 ASSOCIATE OF ARTS
PROGRAM CURRICULUM CHECKLIST
FOX VALLEY TECHNICAL COLLEGE (FVTC)**

Name/Student ID	Date
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ENGLISH - 6 Credits Required				
FVTC Catalog Number	FVTC Course:	UWO Catalog Number	UWO Course:	Credits
10-801-136	English Composition 1	WRT 188	First-Year College Writing	3
20-801-223	English Composition 2	WRT 287	Advanced Writing	3
SPEECH - 3 Credits Required				
FVTC Catalog Number	FVTC Course:	UWO Catalog Number	UWO Course:	Credits
10-801-198	Speech	COMM 111	Introduction to Public Speaking	3
HUMANITIES - 12 Credits Required				
FVTC Catalog Number	FVTC Course:	UWO Catalog Number	UWO Course:	Credits
20-801-204	Introduction to Literature	ENGLISH 227	Modern World Literature	3
10-809-103	Think Critically & Creatively	GEN ELEC 6	General Elective	3
10-809-166	Introduction to Ethics	PHIL 105	Ethics	3
20-802-211	Spanish 1	SPANISH 110	Introduction to Spanish I	4
SOCIAL SCIENCE - 12 Credits Required				
FVTC Catalog Number	FVTC Course:	UWO Catalog Number	UWO Course:	Credits
20-803-211	American History 1607-1865	HISTORY 201	Early United States History to 1877	3
10-809-143	Microeconomics	ECON 202	Principles of Microeconomics	3
10-809-144	Macroeconomics	ECON 201	Principles of Macroeconomics	3
10-809-196	Introduction to Sociology	SOC 101	Introductory Sociology	3
10-809-198	Introduction to Psychology	PSYCH 101	General Psychology	3
MATHEMATICS AND NATURAL SCIENCE – Minimum of 10 Credits Mathematics – 3-4 Credits Required / Natural Science – 7-8 Credits Required (includes one lab course)				
FVTC Catalog Number	FVTC Course:	UWO Catalog Number	UWO Course:	Credits
10-804-135	Quantitative Reasoning	MATH 105	Quantitative Reasoning	3
10-806-114	General Biology	BIOLOGY 105	Biological Concepts	4
10-806-134	General Chemistry	CHEM 101	General, Organic and Biochemistry	4
HEALTH/WELLNESS – 1 Credit Required				
FVTC Catalog Number	FVTC Course:	UWO Catalog Number	UWO Course:	Credits
20-807-267	Health & Fitness for Life	PHY ED 105	The Active Lifestyle	2
WORLD LANGUAGE – 4 Credits Required May be met with one year of high school world language, with a grade of “C” or better.				
FVTC Catalog Number	FVTC Course:	UWO Catalog Number	UWO Course:	Credits
20-802-211	Spanish 1 (credits counted in Humanities)	SPANISH 110	Introduction to Spanish I	4

**20-800-1 ASSOCIATE OF ARTS
PROGRAM CURRICULUM CHECKLIST
FOX VALLEY TECHNICAL COLLEGE (FVTC)**

DIVERSITY & ETHNIC STUDIES – 3 Credits Required				
Courses that meet this requirement may also count toward Humanities or Social Science.				
FVTC Catalog Number	FVTC Course:	UWO Catalog Number	UWO Course:	Credits
10-809-172	Introduction to Diversity	SOC 13	Sociology Elective	3
ELECTIVES – 10 Credits Required				
FVTC Catalog Number	FVTC Course:	UWO Catalog Number	UWO Course:	Credits
10-804-189	Introductory Statistics	MATH 189	Problem Based Inquiry Seminar in Statistics	3
10-806-112	Principles of Sustainability	ENV STDS 102	Introduction to Sustainability	3
10-809-159	Abnormal Psychology	PSYCH 303	Psychology of Abnormal Behavior	3
10-809-188	Developmental Psychology	PSYCH 391	Developmental Psychology	3
Program Requirements				61 Total Credits

All prerequisite/corequisite courses must be completed with a grade point of 2.0 or better.

**20-800-2 ASSOCIATE OF SCIENCE
PROGRAM CURRICULUM CHECKLIST
FOX VALLEY TECHNICAL COLLEGE (FVTC)**

Name/Student ID	Date
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ENGLISH - 6 Credits Required				
FVTC Catalog Number	FVTC Course:	UWO Catalog Number	UWO Course:	Credits
10-801-136	English Composition 1	WRT 188	First-Year College Writing	3
20-801-223	English Composition 2	WRT 287	Advanced Writing	3
SPEECH - 3 Credits Required				
FVTC Catalog Number	FVTC Course:	UWO Catalog Number	UWO Course:	Credits
10-801-198	Speech	COMM 111	Introduction to Public Speaking	3
HUMANITIES - 6 Credits Required				
FVTC Catalog Number	FVTC Course:	UWO Catalog Number	UWO Course:	Credits
20-801-204	Introduction to Literature	ENGLISH 227	Modern World Literature	3
10-809-166	Introduction to Ethics	PHIL 105	Ethics	3
SOCIAL SCIENCE - 6 Credits Required				
FVTC Catalog Number	FVTC Course:	UWO Catalog Number	UWO Course:	Credits
20-803-211	American History 1607-1865	HISTORY 201	Early United States History to 1877	3
10-809-196	Introduction to Sociology	SOC 101	Introductory Sociology	3
MATHEMATICS AND NATURAL SCIENCE – Minimum of 20 Credits				
-Mathematics at the level of College Algebra, Statistics, Quantitative Reasoning or higher -Natural Science includes two lab courses, one from each of two different science disciplines				
FVTC Catalog Number	FVTC Course:	UWO Catalog Number	UWO Course:	Credits
10-806-154	General Physics	PHYS/AST 171	College Physics I	4
10-806-114	General Biology	BIOLOGY 105	Biological Concepts	4
10-806-134	General Chemistry	CHEM 101	General, Organic and Biochemistry	4
10-804-189	Introductory Statistics	MATH 189	Problem Based Inquiry Seminar in Statistics	3
10-804-197	College Algebra & Trigonometry	MATH 108	Pre-Calculus	5
HEALTH/WELLNESS – 1 Credit Required				
FVTC Catalog Number	FVTC Course:	UWO Catalog Number	UWO Course:	Credits
20-807-267	Health & Fitness for Life	PHY ED 105	The Active Lifestyle	2
WORLD LANGUAGE – 4 Credits Required				
May be met with one year of high school world language, with a grade of “C” or better.				
FVTC Catalog Number	FVTC Course:	UWO Catalog Number	UWO Course:	Credits
20-802-211	Spanish 1	SPANISH 110	Introduction to Spanish I	4

**20-800-2 ASSOCIATE OF SCIENCE
PROGRAM CURRICULUM CHECKLIST
FOX VALLEY TECHNICAL COLLEGE (FVTC)**

DIVERSITY & ETHNIC STUDIES – 3 Credits Required				
Courses that meet this requirement may also count toward Humanities or Social Science.				
FVTC Catalog Number	FVTC Course:	UWO Catalog Number	UWO Course:	Credits
10-809-172	Introduction to Diversity	SOC 13	Sociology Elective	3
ELECTIVES – 12 Credits Required				
FVTC Catalog Number	FVTC Course:	UWO Catalog Number	UWO Course:	Credits
10-804-135	Quantitative Reasoning	MATH 105	Quantitative Reasoning	3
10-804-198	Calculus 1	MATH 171	Calculus I	4
10-804-181	Calculus 2	MATH 172	Calculus II	4
10-806-177	General Anatomy & Physiology	BIOLOGY 211	Human Anatomy	4
10-806-179	Advanced Anatomy & Physiology	BIOLOGY 212	Human Physiology	4
10-806-197	Microbiology	BIOLOGY 233	Microbial Survey	4
Program Requirements				62 Total Credits

All prerequisite/corequisite courses must be completed with a grade point of 2.0 or better.

APPENDIX C
Assessment

Quantitative and Qualitative Data

The University Transfer - Associate of Arts and University Transfer - Associate of Science partnership between Fox Valley Technical College and University of Wisconsin Oshkosh will use both quantitative and qualitative data when assessing student learning and overall program viability. The partners will address the program and course learning outcomes in their cooperative development of the assessment plan.

Direct measures and indirect measures of student success will be used as assessment measures. Indirect measures of student learning could be gathered from graduate surveys, alumni surveys, or focus group discussions.

The Program Outcomes for the University Transfer - Associate of Arts and University Transfer - Associate of Science partnership are based on Fox Valley Technical College Employability Essentials: Act Responsibly, Adapt to Change, Communicate Effectively and Respectfully, Think Critically and Creatively and Work Collaboratively. See Chart 1: University Transfer – Associate of Arts/Associate of Science Program Outcomes.

Chart 1: University Transfer – Associate of Arts/Associate of Science Program Outcomes	
Act Responsibly	Apply ethical standards in both personal and professional behavior.
Adapt to Change	Anticipate changes and positively respond to them.
Communicate Effectively and Respectfully	Apply appropriate writing, speaking, and listening skills across various settings to engage diverse audiences.
Think Critically and Creatively	Apply independent and rigorous reasoning that leads to informed decisions, innovation and personal empowerment.
Work Collaboratively	Work collaboratively with others to complete tasks, solve problems, resolve conflicts, provide information, and offer support.

Program viability would be assessed using direct and indirect measures. Direct outcomes may describe goals for the program, such as graduation rates, persistence factors, and transfer rates. Other methods that would provide useful feedback for improving processes that support the learning and provide an overall picture of success would include course evaluations and course grades.

The development of the assessment plan for the University Transfer – Associate of Arts/Associate of Science degrees will include faculty and dean representation from Fox Valley Technical College and faculty and administrator representation from University of Wisconsin Oshkosh. One criterion for evaluating the success of this partnership will be the rate of student completion of bachelor's degrees.

APPENDIX D

Fox Valley Technical College Consent for the Release of Confidential Information



Consent for the Release of Confidential Information

Student Name: _____ Student ID #: _____

Mailing Address: _____ Date of Birth: _____
City State Zip Code

Phone Number: _____ Home Mobile Email Address: _____

By completing this form, I authorize Fox Valley Technical College to release the following information (check all that apply):

- Academic Records** (example: grades, class schedule, student conduct)
- Student Account/Cashier Information** (example: amount due on a bill)
- Financial Aid Information** (example: scholarship, loan amounts)

To: **Person:** _____ **Relationship:** _____

Organization/Agency: _____

I understand my records are protected under the Federal and specific State confidentiality laws and regulations and cannot be disclosed without my written consent unless otherwise provided for in the regulations.

I also understand that I may revoke this consent at any time except to the extent that action has been taken in reliance on it.

I further acknowledge the information to be released was fully explained to me and this consent is given of my own free will.

The College will honor your request until you notify Enrollment Services you wish to revoke the consent.

Student Signature

Date

- **Electronic signature is accepted only if form is submitted through the My Attachments feature in your MyFVTC account or via your FVTC issued student email account.**
- **If not submitting the form online, it can be printed, completed, and signed by the student at any FVTC location.**

Office Use Only:

Process to Add to Student Record:

- Update/verify Bio/Demo information.
- Add ROI indicator
- Add name of person/agency in comment
- Scan to Perceptive Content

Process to Revoke:

- Locate original ROI in Perceptive Content
- Add "SR-FERPA Revoke" stamp
- Print original ROI form with stamp
- Collect student signature
- Release ROI service indicator (multiple names: leave indicator but remove requested name).
- Scan to Perceptive Content

STAMP

Received by: _____ Date: _____ Completed by: _____ Date: _____