



Administrative Policy

Policy Title:	Fraudulent Applications
Policy Category:	Student Policies
Related Procedure(s)/ Guideline(s):	
Policy Owner:	Registrar
Date Approved:	10/21/25
Review Dates:	
Revision Dates:	
Policy Scope:	This policy applies to all prospective, current, and former students at Southwest Tech.
Policy Statement:	Southwest Wisconsin Technical College (Southwest Tech or College) encourages applicants to present themselves accurately in admissions and financial aid applications and in the respective processes. All information and documents must be complete, accurate, and not misleading. Supporting documents must not make misrepresentations, omit relevant information, or be altered from the original. The Fraudulent Application Policy relates only to fraud associated with admission, financial aid, or student accounts, and no other College policy. Suspected academic misconduct by current students is covered in the Student Code of Conduct Policy. For the purposes of this policy, fraud is defined as dishonest, irregular or illegal acts, characterized by a deliberate intent at concealment or false representation, often resulting in the diversion of resources, whether or not for personal gain, for the benefit of an individual or group of individuals at a consequent loss to the College. Resources may include money, physical assets, equipment, or intellectual property. Fraud can also be defined as intending to deceive, typically by unjustifiably claiming or being credited with accomplishments or qualities.

	The submission of documents in support of applications for admission such as transcripts, diplomas, test scores, references, or the applications themselves, that are forged, fraudulent, altered from the original, materially incomplete, obtained under false pretenses, or otherwise deceptive (collectively referred to as fraudulent documents) is prohibited by Southwest Tech. Any documents submitted under false pretenses, forged, or misrepresented in whole or part shall subject the individuals involved to sanctions by the College. Southwest Tech has the right to drop (not complete the admissions and financial aid processes) applications and reserves the right to withdraw offers of admission, place a temporary or permanent ban on applying for future admission, prohibit registration, rescind degrees, and suspend or expel students who present fraudulent documents. Such actions may also result in a forfeiture of academic credit earned while enrolled under false pretenses. The College will not admit applicants based on information believed to be either fraudulent or plagiarized and reserves the right to reject or cancel an application under these circumstances. If it is discovered that a student has presented fraudulent documents or provided misleading information at enrollment, the College has the right to withdraw the student from the program. Dismissal for a fraudulent application does not rescind a student's financial responsibility to the College, the federal government, or private loan providers. Students remain liable for all relevant tuition and fees and the payment of their debts.
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