



Southwest Wisconsin
TECHNICAL COLLEGE

STUDENT HANDBOOK

2023-2024

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WELCOME

We're Glad You Are Here!



Welcome to Southwest Tech! We are grateful you are a student at our college. You will notice that we are a friendly college, and we strive to help every single student. As we get to know you, please ask us about our programs, services, and opportunities for students. You may also find answers to your questions at our website www.swtc.edu.

We have found that students who attend and participate in class are most likely to be successful. The faculty strive to make the learning environment very similar to what you will find in the real world. In our classes, you will get individual attention and hands-on experience. The more you participate in class, the more you will enjoy learning as you prepare for a career. We also strive to help you learn and develop outside of the classroom.

In the Knox Learning Center, you will find tutors, library services, and more that will help you be successful. If you would like to meet other students, you may want to join a club or participate in an activity. Many students enjoy Charley's, which has all sorts of activities and games for students to relax and enjoy time together. You can also get assistance from advisors who are dedicated to helping students achieve their goals. Thank you for choosing Southwest Tech. We look forward to your success!

A handwritten signature in black ink that reads "Jason S. Wood". The signature is written in a cursive style.

Jason S. Wood, Ph.D.
President

MISSION STATEMENT

Southwest Wisconsin Technical College provides education and training opportunities responsive to students, employers, and communities.

VISION STATEMENT

Southwest Wisconsin Technical College will be a preferred provider of education, source of talent, and place of employment in the region. We at the College change lives by providing opportunities for success.

Southwest Tech reserves the right to modify Student Policies and Procedures and Employees' and Students' Right to Know at any time to reflect changes in district policy and/or applicable law.

CHARGERS RESPECT

At Southwest Tech, we strive to create a welcoming and respectful environment for all students, faculty and staff.

#CHARGERS **RESPECT**

THIS IS WHERE
**PEOPLE
CARE**

**SOUTHWEST TECH PROMOTES A
COHESIVE CULTURE THAT IS BASED
UPON PROFESSIONALISM, FAIRNESS,
TRUST AND RESPECT.**



As a member of the Charger community, I pledge to...

CREATE

a respectful and welcoming environment for all at Southwest Tech.

RESPECT

others' values and ideas even if they are different from my own.

RECOGNIZE

commonalities and shared experiences.

DEFEND

the dignity and humanity of all members of our college community.

I will honor this commitment in my classes, workplace, personal life, and all other pursuits on and off campus. I pledge to make everyone feel respected, valued, and part of our Charger community.



SIGNATURE

DATE

2023-2024 ACADEMIC CALENDAR

JULY

12 Book Vouchers Begin

AUGUST

21 Fall Semester Begins for All Students

27 Drop/Add Period Ends

SEPTEMBER

1 Begin Accepting Applications for 2024-2025

4 Campus Closed (Holiday)

20 Fall Financial Aid Book Deferment Ends

28 1st Semester Disbursement of Grants and Federal Loans

OCTOBER

6 Program Completion Forms Due

13 No Classes

13 End of First Eight Weeks

NOVEMBER

13 Veteran Priority Registration

14 Continuing Student Registration Begins

27 New Student Registration Begins

23-24 Campus Closed (Holiday)

DECEMBER

1 Spring Semester Book Deferment Opens

6 Waitlist and Early Start Registration Begins

15 December Graduation

18 Open Registration Begins

18 Grades/ Course Assessments Due

WINTER BREAK

December 18- January 14 No Classes

December 25- January 1 Campus Closed
(Staff Winter Break)

JANUARY

15 Spring Semester Begins

21 Drop/Add Period Ends

FEBRUARY

14 Spring Financial Aid Book Deferment Ends

16 Program Completion Forms Due

22 2nd Semester Disbursement of Grants and Federal Loans

MARCH

8 End of First Eight Weeks

11-15 Spring Break-No classes

18 Veteran Priority Registration

19 Continuing Student Registration

28 No Classes

29 Campus Closed (Holiday)

APRIL

1 Campus Closed (Holiday)

8 New Student Registration Begins

MAY

6 Waitlist Registration Begins

18 Spring Graduation Ceremony

20 Grades/Course Assessments Due

27 Campus Closed (Holiday)

JUNE

3 Summer Semester Begins

10 Open Registration Begins

SOUTHWEST TECH CONTACTS

1800 Bronson Blvd., Fennimore, WI 53809
Local Area: 608.822.3262
Toll Free: 800.362.3322 TDD: 608.822.2072
Fax: 608.822.6019 Website: www.swtc.edu

RESOURCE	EMAIL	PHONE
Academic Services	academicservices@swtc.edu	608.822.2617
Admissions	admissions@swtc.edu	608.822.2354
Bookstore	bookstore@swtc.edu	608.822.2460
Business Office	businessoffice@swtc.edu	608.822.2660
Career Connection Center	careerconnections@swtc.edu	608.822.2333
Child Care	childcare@swtc.edu	608.822.2453
Disability Services	disabilityservices@swtc.edu	608.822.2632
Financial Aid	financial-aid@swtc.edu	608.822.2660
Foundation	foundation@swtc.edu	608.822.2379
Housing	housing@swtc.edu	608.822.2366
Knox Learning Center	library@swtc.edu	608.822.2336
Mental Health Counselor	counseling@swtc.edu	608.822.2268
Online Learning	online@swtc.edu	608.822.2302
Records	records@swtc.edu	608.822.2634
Student Life	studentlife@swtc.edu	608.822.2450
Testing Center	testingcenter@swtc.edu	608.822.2313

ACCREDITATION

Southwest Wisconsin Technical College is accredited by the [Higher Learning Commission \(hlcommission.org\)](http://hlcommission.org), an institutional accreditation agency recognized by the U.S. Department of Education. Southwest Tech has been accredited since 1976. In 2002, Southwest Tech was accepted as an AQIP institution, and in June 2017 became a member of the Standard Pathway.

Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604
800.621.7400

Programs offered by the college are also approved by the Wisconsin Technical College System and the Educational Approval Board for the Veterans Administration.

SOUTHWEST TECH CORE ABILITIES

ACT PROFESSIONALLY

Individuals who act professionally recognize an obligation to conform to the technical and ethical standards of their chosen career. Among the skills and attitudes of acting professionally are:

- Taking responsibility for one's actions
- Conforming to the technical standards of a profession
- Conforming to the ethical standards of a profession
- Practicing morally responsible behavior
- Taking responsibility for staying up to date
- Maintaining confidentiality
- Exhibiting respect for people and property
- Exhibiting a sense of global awareness
- Displaying appearance appropriate for work environment

COMMUNICATE CLEARLY

Individuals who communicate clearly can apply appropriate writing, speaking, and listening skills to precisely convey information, ideas, and opinions. Among the skills and attitudes essential to communicating clearly are:

- Speaking clearly so others can understand
- Writing with clarity so others can understand
- Selecting appropriate means to convey a message
- Asking questions for clarification
- Participating in discussions and group presentations
- Interpreting non-verbal communications
- Using active listening skills
- Applying standards of spelling, English grammar, and punctuation

VALUE LEARNING

Individuals who value learning maintain acquired knowledge and skills, acquire new knowledge and skills quickly, and adapt to technological and workplace changes. Among skills and attitudes essential to valuing effective learning are:

- Assuming responsibility for lifelong learning
- Identifying one's learning needs
- Accessing appropriate resources for learning
- Applying effective learning processes
- Helping others to learn effectively

WORK PRODUCTIVELY

Individuals who work productively apply effective work habits and attitudes within a work setting. Among the skills and attitudes associated with working productively are:

- Attending regularly and on time
- Exhibiting organizational skills
- Locating resources for problem solving
- Displaying productive work ethic
- Maintaining necessary knowledge and skills
- Using effective/efficient processes
- Using appropriate tools/technology
- Showing self-direction in starting tasks
- Demonstrating reliability
- Following directions
- Completing required tasks on time

WORK COOPERATIVELY

Individuals who work cooperatively can work with others to complete tasks, solve problems, resolve conflicts, provide information, and offer support. Among skills and attitudes essential to working cooperatively are:

- Demonstrating respect for self and others
- Contributing to a group activity with ideas, suggestions, and effort
- Completing one's share of tasks necessary to finish a group project
- Maintaining a safe and healthy work environment for self/group
- Setting goals/standards/limits for self/group
- Displaying effective interpersonal skills
- Resolving conflicts in a constructive manner
- Seeking help when needed
- Demonstrating ability to work with a diverse population

SOLVE PROBLEMS

Individuals who solve problems can use all elements of problem-solving strategies to generate realistic, practical, and workable solutions. Among skills and attitudes essential for solving problems are:

- Using critical/creative thinking skill.
- Applying problem solving steps
- Demonstrating open-mindedness
- Evaluating alternatives when choosing a solution
- Implementing solutions appropriately
- Using research to solve problems
- Using appropriate mathematical calculation

CAMPUS RESOURCES & SERVICES

Adult Basic Education

Adult Basic Education is a series of courses for individuals who seek to increase knowledge or refresh skills in core academic areas. A variety of courses are offered in the following areas: English, math, reading, social studies, science, civics, health, English language learners, and employability skills. Courses are individually paced and/or offered as group instruction. The course level is dependent upon an assessment given by the instructors. All courses are free. Typical reasons for taking Adult Basic Education classes include the following:

- Obtain a GED or HSED
- Prepare for entry into post-secondary courses
- Prepare for employment by refreshing math, reading, or writing skills
- Earn high school credits
- Learn to speak English
- Receive parallel academic support while taking college courses
- Fulfill personal goals

Advising

Advising is directed toward the welfare of students—to help them maximize their potential in college and plan for a successful career by assessing aptitudes, abilities, and interests. Each program student is assigned an advisor for individualized assistance. Each advisor can also provide referrals to appropriate services, as needed. The Advising staff provides the following:

- Information and advice on programs and classes at Southwest Tech and other postsecondary colleges in Wisconsin and nationally
- Information on course content, advanced standing procedures, admission requirements, educational costs, career placement statistics, credit transfer, financial aid, childcare, housing, and test results
- Information on available resources involving personal counseling concerns
- Assistance to students involving registration, class scheduling, and retention
- Liaison services between faculty and students involving academic concerns or questions
Provide outreach services to local communities and school districts within and outside of the Southwest Tech district

Bookstore

The Chargers Bookstore is open to the public and sells textbooks through a third-party vendor eCampus. All course resources will be ordered online at www.swtc.ecampus.com. Students will have the option to ship directly to them for \$7 or pickup in the bookstore at no cost.

Kits will be ordered through and delivered to your classroom prior to the term start date. Midwifery kits will be shipped. The Chargers bookstore sells a wide variety of apparel, gift baskets, self-care items and school supplies. The Chargers bookstore accepts MasterCard, Visa, and Discover.

Career Services

Southwest Tech's Career Services Office offers students and alumni free personalized job seeking assistance, from part-time jobs to get through college to full-time careers. In the classroom, students learn necessary skills to succeed in their chosen fields; Career services helps students develop the skills needed to get the job. These skills include:

- Job searching utilizing Handshake
- Portfolio development
- Assistance with cover letters and resumes
- Interview skills, including arranging mock interviews with local industry employers
- Networking through events such as workshops and Job Fairs
- Professional Dress (Career Clothes Closet and Scrubs Closet provides free clothing for students)

Visit www.swtc.edu/careerservices for a full list of services and contact information.

Chargers Cupboard

Chargers Cupboard provides food assistance to any Southwest Tech student in need of emergency or supplemental food. The inventory of the cupboard is dependent on donations and groceries purchased/received through Second Harvest. Located in the Knox Learning Center, Chargers Cupboard is open the same hours as the learning center. Alternate times are available upon request. For more information students should email chargerscupboard@swtc.edu. Donations are always appreciated from students, staff, or community members.

Charger Tech 360

Charger Tech 360 provides Southwest Tech students opportunities to succeed in achieving their academic goals. By giving access to the technology students need, they will have a standard set of tools to complete their program and afford portability and technology required and used in business and industry. **The following are automatically enrolled in Charger Tech 360:**

- Enrolled or accepted to the waitlist of an Eligible Program
- Students enrolled in six or more credits
- Students enrolled in less than 6 credits per semester can opt in
- Liberal Arts students can opt in regardless of enrolled credits
- Associate of Arts/Science students can opt in regardless of enrolled credits

Any high school students enrolled in dual-credit courses (Start College Now, CollEdge Up, and/or Youth Options) Please refer to the Tuition and Fees section on page 23 for information about Charger Tech 360 Fees

Charley's

Charley's Student Center is located in building 300. Charley's is open to all students and provides a great space for studying, socializing, eating, and taking a break from classes. Charley's hosts numerous student events and has pool tables, ping pong tables, and other entertainment options. Charley's is open from 7 AM - 7 PM, Monday through Friday.

Child Care Services

Southwest Tech Child Care Center (licensed through the State of Wisconsin as SWTC Kids Town USA) is conveniently located on campus and is open to students and the public. The state-certified center, built in 2009, consists of four rooms for children ages one day old to 12 years of age. Each room features age-appropriate curriculum and activities. Teachers are caring, knowledgeable, experienced and all have earned degrees in early childhood education. For further information visit www.swtc.edu/childcare

Creative Elements Salon

All services related to the Cosmetology/Nail Technology programs, including haircuts, hair coloring of all techniques, perming, hair styling, nail services including nail extensions, and facials, are available to student customers,

campus employees and the general public. These students work under the supervision of a licensed cosmetologist with teaching experience at all times. Creative Elements Salon is a full-service salon that offers all services a full-service salon would offer, with a few exceptions. The salon is located in Building 500.

Dining Services

Southwest Tech students can enjoy on-campus dining featuring a coffee bar, breakfast items, salad bar and soup station and grab & go sandwiches and sides. The Café hours are 7:30 AM-4:30 PM with self-service vending available from 7am-9pm. Dining services also offers a weekly special that can be ordered online at [Order Online from the Southwest Tech Cafeteria \(square.site\)](http://Order Online from the Southwest Tech Cafeteria (square.site)). Credit card, cash and Charger Bucks accepted.

Disability Services & Accommodations for People with Disabilities

Southwest Wisconsin Technical College strives to make all experiences as accessible as possible. Accommodations for persons with disabilities will be made to ensure equitable access to academic programs, services, and activities in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 and Amended Act of 2008. If you have a disability or think you have a disability which may impact your time at Southwest Tech, please contact Disability Services to initiate a conversation about possible accommodations at 608-822-2632, email disabilityservices@swtc.edu, or TDD/TTY 608.822.2072 (for the hearing impaired).

Disability Records

Disclosure of a disability is voluntary, and a student's records will be handled in a confidential manner as outlined in the amended Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act (ADA) Amendment Act of 2008 and the Family Educational Rights and Privacy Act of 1974, as amended. Records that document a student's disability are kept in an electronic format, accessible only by Disability Services. Personal information pertaining to a student's disability will only be shared with a signed, written release at Southwest Tech.

Fitness Center

The Fitness Center is equipped with weight machines, bikes, cross trainers, and treadmills. The group exercise room offers space for both individual and group classes. Check with the Student Activities Coordinator for the hours. The

weight and aerobics rooms are accessible only to users who have registered with the student activities coordinator and have a release agreement and health history on file. The Fitness Center is located in Building 1600, Room 1629.

GED/HSED

Adults who wish to obtain a General Education Development (GED) certificate or a High School Equivalency Diploma (HSED) can enroll in basic education classes on campus or at one of the basic education outreach sites in the Southwest Tech District. For more information on GED/HSED preparation, please contact the please contact the Director of Precollege and Service Occupations at 608- 822-2369.

Housing

The SWTC Real Estate Foundation offers apartment-style student housing, located within easy walking distance of campus, for 132 students each school year. Student Housing, which is available with a nine-month (school year) lease as well as a summer three-month lease, consists of four styles of apartments, each with different amenities to meet students' needs. If you are interested in living on-campus, you can submit a Student Housing Request online. As on-campus housing is limited and available on a first come, first-serve basis, please submit your request as soon as you are accepted to Southwest Tech. For more information visit www.swtc.edu/housing

Knox Learning Center

The Karen R. Knox Learning Center is a valuable resource for Southwest Tech students because of the personal attention offered by instructional staff. The Knox Learning Center is located in Building 300, Room 314 and includes library services, academic services, disability services, testing services, Charger Tech 360 help desk, and the Chargers Cupboard food pantry. Students also have access to individual and group study rooms and computer workstations, printers, and scanners in both black and white and color. There is a nominal charge for copies charged to student's print accounts. Students can print from both their own laptop and the computer workstations.

- **Academic Services:** Academic Services staff provides support through both face to face and online individual and group tutoring for students seeking assistance with math, reading, writing, study skills, time management, test taking, and content related to program courses. Students are welcome to visit www.swtc.edu/academic

[services](#) to schedule an appointment. Flexible daytime and evening appointments are available.

- **Disability Services and Accommodations for Students with Disabilities:** Southwest Wisconsin Technical College strives to make all experiences as accessible as possible. Accommodations for persons with disabilities will be made to ensure equitable access to academic programs, services, and activities in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 and Amended Act of 2008. If you have a disability or think you have a disability which may impact your time at Southwest Tech, please contact Disability Services to initiate a conversation about possible accommodations at 608-822-2632, email disabilityservices@swtc.edu, or TDD/ TTY 608.822.2072 (for the hearing impaired)
- **Chargers Cupboard:** Chargers Cupboard provides food assistance to any Southwest Tech Student in need of emergency or supplemental food. The inventory of the cupboard is dependent on donations and groceries purchased/received through Second Harvest. Located in the Knox Learning Center, Chargers Cupboard is open the same hours as the learning center. Alternate times are available upon request. For more information students should email chargerscupboard@swtc.edu. Donations are always appreciated from students, staff, or community members.
- **Library Services:** The Southwest Tech Library, located in the Knox Learning Center, contains books, newspapers, and audiovisual materials. Southwest Tech students, instructors, and staff may check out materials from the library. Library staff is here to help you navigate free online databases and find resources, including scholarly journals. If a resource is not available at Southwest Tech, the library staff can request it from other sources at no charge. Reference assistance is available at the circulation desk. Stop in or call (608) 822-2338..

Lawyers for Learnings

Southwest Tech is proud to partner with Lawyers for Learners to provide free legal assistance to students and community members. Legal issues can keep people from going to school or getting a job. Family, housing, and other legal problems can force students to drop out of college. Free, confidential help is

available. Students and community members can be connected to free legal services by completing the confidential, online intake form on the Southwest Tech Lawyers for Learners webpage, <https://www.swtc.edu/student-resources/legal-services/>

Mental Health Counseling

Southwest Tech provides individual and group counseling by a licensed professional counselor to assess, identify and meet students' needs. Mental health counseling at Southwest Tech includes intake to identify student concern, assessment/evaluations, brief counseling, referrals, aftercare planning, and emergency assistance. The counselor may provide consultation services to students to manage psychological emergencies and disruptive behavior. All students are eligible for confidential, no cost counseling sessions. Visit <https://www.swtc.edu/student-resources/student-services/counseling-services> to schedule an appointment.

BetterMynd Telemental Health Service: Southwest Tech students have access to BetterMynd an online therapy platform designed for college students. Students can access free counseling sessions through BetterMynd by registering with their SWTC email at <https://www.bettermynd.com/>.

988 Suicide and Crisis Lifeline: The 988 Lifeline provides 24 hours a day, 7 day a week free and confidential support for people in distress, prevention, and crisis resources.

Student Services

Student Services helps students toward their educational, vocational, personal, and social goals. Incoming and continuing students may receive assistance in many areas such as program and career exploration, admission procedures, financial assistance, student housing, scholarships, student records, scholastic standing, eligibility for graduation, transfer assistance, and course registration.

ACADEMICS AND GRADING

Students are ultimately responsible for selecting and completing courses that meet curriculum requirements. Students are encouraged to consult with their advisor and use degree audit located on MySWTC to ensure that graduation requirements are met.

Attendance

A student who has not dropped a course and has never attended a course is not automatically dropped. A student who has never attended and/or stops attending a course without officially withdrawing from the course will receive an “F” in the course at the end of the grading period.

Credit Loads

Students may carry up to 20 credits per semester without written approval from their division dean. A minimum of 12-degree credits is required to be a full-time student.

Grades/Status

Students may receive periodic progress reports; however, midterm evaluations are informational only. Semester grades are entered on a student’s permanent record and used to compute grade point average.

Students may review grades electronically on MySWTC.

Grade	Explanation	Grade points for each Credit Hour
A	Excellent	4
B	Above Average	3
C	Average	2
D	Below Average	1
F	Failing	0
I	Incomplete	0
S	Satisfactory	0
U	Unsatisfactory	0
W	Withdrawal	0
X	Audit	0
T	Transfer Credit	0

Academic Probation & Denial Policy

Program students who do not achieve a minimum term GPA of 2.0 are placed on academic probation for the following term and are counseled to enroll in college prep courses, access academic support services, take a reduced load, or change programs. Students on probation who do not attain a term GPA of

2.0 by the end of their probationary term will be placed on Academic Denial and dropped from their program and courses. Courses prior to 2002 will not be used towards academic probation and denial.

Definition of Grades/Status

Incomplete (“I”). An Incomplete “I” grade may be assigned, at the discretion of the instructor, if a student encountered extenuating circumstances, which prevented completion of the course by the time the course has ended. The student must be passing the course at the time of the request and must have minimal course requirements to complete. The instructor may approve/disapprove the request. If approved, the student can be allowed additional time up to the end of the following semester, excluding summer, to complete the course requirements.

If an incomplete is granted for a fall semester course, the student must complete requirements by the end of the spring semester. For a spring or summer semester course, the student must complete requirements by the end of the fall semester. It is the responsibility of the student to make arrangements to fulfill all course requirements. If not completed in the designated timeframe, a grade of “F” will automatically be assigned.

Withdrawal (“W”). A student can withdraw from a course by notifying Student Services in writing (letter or email) or in person with their advisor.

The official withdrawal date is the date of notification to Student Services. Students who want to withdraw from courses should be mindful that no credit will be issued, and a “W” (withdrawal) will appear on their transcript.

Withdrawals are not accepted if less than 20 percent of a course remains. Students who leave the college without officially withdrawing may receive failing grades. Further, students who receive financial aid should consult with the Financial Aid Office concerning continued financial aid eligibility.

Audit (“X”). A student who desires to review a subject or obtain a general understanding of it may enroll in the course as an audit. The student must complete a registration form and pay the same tuition as students registering for credit. Audited courses appear as an “X” on permanent student records and have no grade points associated with them. Audited courses are not figured into grade point average calculations. Audited courses do not count toward credit load or program requirements, or for financial aid. The normal refund policies apply. A student who initially audits a course may not later seek credit. However, a student may change from credit to audit if 20 percent or more of the course remains. (For courses less than one semester long, a student must change from credit to audit prior to the last 10 percent of the course.) Changing from credit to audit may affect a student’s financial aid status.

Repeat Course. Any student may register and pay fees to repeat a course. Grades for both courses will appear on the student’s transcript with denotation.

Grade Change Procedures

Questions about a course grade that appear in a final grade report should immediately be brought to the attention of the instructor. Grade dispute procedures can be found in this handbook under the Academic Code of Conduct.

Grade Reports & Grade Point Average

Students are able to review their grades and GPA electronically on their MySWTC. Final semester grades are used to calculate grade point average (GPA) each term. A cumulative GPA includes all credits completed at Southwest Tech (including high school transcript credit).

Graduation

Candidates for graduation must earn at least 25 percent of their program credits and specifically 25 percent of their core courses from Southwest Tech. In some situations, a higher percentage of core courses are required to be taken from Southwest Tech. Please check with your program’s division office for more information. Students must satisfactorily complete the required curriculum and maintain a cumulative GPA of 2.0 or above. In some programs, students must complete every course with no lower than a “C” grade to meet graduation requirements. A program completion application (PCA) form must be completed for each program the student is graduating from in order to process the graduation paperwork and receive a

diploma. The PCA form can be found in the MySWTC student portal. Students with outstanding financial obligations to Southwest Tech will not receive their diploma until their financial obligations are met.

Southwest Tech strongly encourages all students who have earned the right to graduate to participate in the commencement ceremony. No fee is required to participate.

Graduating with High Honors

A graduate who completes all the required courses in his/her associate degree or technical diploma program and achieves a program cumulative GPA of

3.5 or above will graduate with high honor status. The program cumulative GPA for the term prior to graduation will be used to determine high honors. Participation in the graduation ceremony is required to receive a high honor cord, which the recipient may keep. The student will receive gold cords to be worn during the commencement program. Cumulative GPA is not rounded in determining eligibility for high honors. For example, a 3.49 GPA is not rounded to 3.5. Students who do not have prior term grades and/or students enrolled in one semester programs are not eligible for commencement ceremony high honor status.

Dean’s List

The Dean’s List compiled of students enrolled in associate degree and technical diploma programs who have completed 6 or more credits during the semester and earned a grade point average (GPA) of 3.0 or higher for the semester (non-cumulative). Honors are not awarded to students who have an “I,” or “F” grade on their semester transcript.

Job-Out

Students who have secured employment related to their technical college program have the option of applying for a Job-Out. This refers to the process of completing course requirements outside of regularly scheduled classes. The student is excused from regular attendance but must complete the course requirements. A request for Job-Out may be made to the advisor during the last four weeks before graduation. The student who loses his/her job and still wishes to obtain credit for the semester must return to school and complete the required coursework. Instructors or staff may request confirmation of the student’s employment from the employer.

Repeat Courses

Students cannot attempt a course more than three times without the permission of the appropriate dean. Grades for repeated courses will appear on the student's transcript with denotation.

Transcripts

Official student transcripts are maintained in Student Services. Students may request transcripts at <https://www.swtc.edu/transcripts>. A \$10 fee is charged for all official transcripts. Official transcripts for any student with an outstanding financial obligation to the College will be held until the obligation is paid. Students can review unofficial transcripts via the MySWTC portal at any time at no cost. Students are encouraged to review their transcripts periodically to ensure that all courses, credits, and grades for work completed are properly recorded, as well as to know the progress being made toward completion of graduation requirements. Advisors are available to review transcripts with students.

Transfer Credits

Southwest Tech recognizes that students come to college with experiences from other institutions that are equal to the learning in the classroom.

As part of the admission process, the student provides official transcripts from post-secondary accredited institutions to Student Services. The transcripts are reviewed and approved by the Student Success Coach and Registrar's Office. The grade for the course must be a "C"(2.0) or better and count toward completion of the program in order to transfer the credit.

- Due to some program requirements, there may be a time limitation for transferring core credits. Check with the program instructor for clarification.
- Program specific courses may be sent to the appropriate instructor or division dean for additional review and approval.
- Transferred credits are not figured into GPA.
- Southwest Tech credits are expressed in semester hours. When transferring credit that utilize another form of academic credit (quarter hours/trimester), the credits may not transfer seamlessly.

Advanced Standing Credits

An agreement exists between the high school and Southwest Tech to award credits to students who successfully completed the course in the high school with a grade of "B" (3.0) or better and a teacher's recommendation. A certificate is issued to the student. The certificate is imaged to the student's Southwest Tech record. The advisor will submit the advanced standing form to have credits awarded. The student has up to 27 months after graduation to use the credits.

Advanced standing credit may be accepted by other technical colleges offering the same or a similar course. Credits may only be awarded for the course specified in the agreement or with approval of the dean.

Transcripted Credits

When an agreement exists between the high school and Southwest Tech to award credits to students who successfully completed the course in the high school, the course will appear on the Southwest Tech transcript with the grade awarded by the high school instructor.

Appeals Process

The student will have the opportunity to appeal the decision. The steps for appealing are:

1. The student submits a letter to the division dean within one week of receiving the decision. This request must include the basis for why the student disagrees with the decision and relevant evidence.
2. The dean or designee will review the appeal and may request to meet with the student to gain further information.
3. The division dean will make a final decision after full consideration of the information. Within two weeks of receiving the student's appeal, the dean will communicate the final decision regarding the request to the student, the instructor and Student Services.
4. The decision of the dean is final. No additional review will be allowed.

Credit for Prior Learning

Credit for prior learning gives students at Southwest Tech the opportunity to earn credit for college-level learning that was acquired outside of the classroom. There are five different ways to earn credit. Not all options are available for all classes. Please check your program page to see what is accepted for your program.

Challenge Exam. A challenge exam is developed by Southwest Tech faculty and allows the student to demonstrate that he/she can meet the competencies of the course. Depending on the course, a test may be a standard test or a demonstration test.

Military Experience. Credits may be awarded based on the training taken during military service and/or based on the position held in the military. Southwest Tech uses ACE (American Council on Education) recommendations for military credits.

National Tests. Southwest Tech is a CLEP testing center and accepts several CLEP tests for credit. Other national tests are also accepted including Advanced Placement (AP), DSST (DANTES), and Excelsior as examples.

Industry Recognized Certificate Crosswalks. Employers may offer training in the workplace that leads to an industry recognized certificate. Southwest Tech will recognize certificates that relate to the program courses and meet the competencies of the course.

Portfolios. A portfolio is a detailed documentation illustrating what you have learned and how it relates to a Southwest Tech course.

For more information and how to earn credit for prior learning, visit the credit for prior learning page at www.swtc.edu/cpl.

FINANCIAL AID

Southwest Tech offers a comprehensive financial aid program to assist students who can demonstrate financial need concerning their education-related expenses. Funding for financial aid comes from grants (gift aid), loans, and work-study (self-help aid). Financial aid should be viewed only as a supplement to the financial resources of students and their families.

Deferment of tuition and fees is available to students who are eligible for financial aid (grants and/or loans). Completion of financial aid procedures, including submission of the Free Application for Federal Student Aid (FAFSA), is required. Students seeking a credit agreement may be required to show verification of FAFSA submission.

Students who are concurrently enrolled an approved program while working toward their GED/HSED may be financial aid eligible through the Ability to Benefit process. If interested, please contact a GED/HSED instructor at 608.822.2649.

Application Procedures

Priority Date—April 15. Incoming students who plan to begin classes in August are encouraged to apply for financial aid as soon as possible after Oct. 1 of the preceding calendar year. Southwest Tech requires the

Free Application for Federal Student Aid (FAFSA), which is available online at www.studentaid.gov. Continuing students should reapply for aid for the next academic year as soon as possible after Oct. 1 of the preceding calendar year to ensure they are eligible the following fall term. (January enrollees should apply for financial aid as soon as they begin the admission process.) Students who are in default or owe repayment of Title IV aid are ineligible for any grants, loans, or work-study. Students must fulfill the following requirements to be considered for financial aid:

- Be accepted to or enrolled in an approved program. Students will be paid only for courses in the program they are accepted in. Students may take additional courses not needed for their program; however, financial aid will not be paid for these courses. In most cases, students must

be enrolled in at least six credits to receive federal and state aid.

- If currently enrolled, be in good standing and maintaining satisfactory academic progress.
- Have a high school diploma, GED, HSED, or a home-schooled diploma.
- Be a U.S. citizen or eligible non-citizen.
- Not owe a refund or be in default on any federal programs covered under Title IV of the Higher Education Act of 1965 and 1986.

Apply online at www.studentaid.gov

Consortium Agreements

Students simultaneously attending Southwest Tech and another postsecondary institution may qualify for financial aid for both. The student must provide a receipt that the class has been paid before financial aid will be awarded. The degree-granting institution is responsible for financial aid disbursement; students are not eligible to receive financial aid from more than one college during an enrollment period. Students must be enrolled in at least one one-credit course at Southwest Tech that applies to their Southwest Tech program each semester. Interested students should obtain a consortium agreement application from Southwest Tech's Financial Aid Office as soon as they have verification of enrollment from the other college.

Disbursement Guidelines

Financial aid funds are disbursed in the following manner:

Grant awards and Federal Direct Subsidized and Unsubsidized Student Loans are disbursed once each semester as indicated on student financial aid offer letters. Students who have completed all necessary paperwork should receive their first disbursement of funds approximately 30 school days after the start of the semester. In order to be eligible for any Federal Direct loan disbursement, a student must still be enrolled in at least six credits and making satisfactory progress in their coursework.

See the website calendar for important dates. All funds are subject to federal and state regulations. There are a few programs with unique class schedules, with some classes starting later in the semester. Distribution of financial aid for these programs may be scheduled differently. Please see the Financial Aid Office for details.

Student federal work-study checks are disbursed bi-weekly by direct deposit during. Students must complete accurate time sheets for each pay period.

Please remember the following disbursement restrictions:

- No funds are disbursed before a semester begins.
- Students must present a current form of photo ID if picking up a check on-campus.
- Funds are disbursed upon verification of program and credit eligibility.
- All financial aid is contingent on the availability of funds.
- Students must be enrolled in an eligible program and be working toward a degree or diploma.
- All funds are subject to federal and state regulations.
- Southwest Tech follows the Wisconsin Technical College System Refund Policy discussed elsewhere in this handbook.

- **Farm Operations & Management-Dairy Technician ***
- **Farm Operations & Management-Farm Ag Maintenance ***
- **Farm Operations & Management-Livestock ***
- **Farm Operations & Management-Livestock Tech ***
- Lab Science
- **Medical Assistant ****
- Welding

The Department of Education has made changes to the Clock to Credit Conversion Requirements. The final regulations effective as of July 1, 2021, continues to require programs that do not lead to an associate degree to use the clock-to-credit hour conversion formula.

The formula will determine if, after the conversion, the program includes the minimum number of credit hours to qualify as an eligible program for Federal Student Aid purposes. The formula also determines the number of Title IV credit hours associated with each class that an institution can use to determine a student's enrollment status during the program.

Previously, the conversion formula for determining the number of credit hours in an educational program required an institution to use a ratio of 37.5 in-class clock hours to each semester credit hour, except the institution could include out-of-class hours as long as the in-class hours met a lower ration – 30 clock hours to one semester hour.

Under the new regulations, there is no longer any consideration of out-of-class hours for purposes of the clock-to-credit conversion. Therefore, the revised formula for determining the number of credit hours in each class of an educational program is a semester hour must include at least 30 in-class hours of instruction. This determination is made by dividing the total number of clock hours in a course by 30. The result is the new total credit hours for the course in which financial aid will be paid. This total will be used when calculating financial aid awards.

Example: If a student is enrolled in a 3-credit hour course that has 75 clock hours, we would divide 30 into the 75 clock hours ($75/30 = 2.5$). The student would end up being eligible for only 2.5 financial aid credit hours.

Clock-to-Credit Hour Conversion

The federal regulations information regarding reduction of payable financial aid credit hours if you are admitted to one of the following programs of study is listed below. These programs do not lead to an Associate Degree; therefore, according to federal regulations, institutions must complete a clock to credit hour conversion when awarding federal financial aid (Federal Financial Aid includes Pell Grants, FSEOG, Federal Direct Student Loans, and Federal Work-Study).

Programs falling under Clock to Credit

Only the financial aid of those in italic or bold are affected.

* Impacted programs

** Only impacted for part-time students

- Agricultural Power & Equipment Technician
- Auto Collision Repair & Refinish Technician
- Automotive Technician
- Building Trades—Carpentry
- CNC
- Cosmetology
- Criminal Justice - 720 Academy
- **Dental Assistant ****
- Electrical Power Distribution
- **Farm Operations & Management - Ag Mechanics ***
- **Farm Operations & Management - Dairy ***

Enrollment Changes/Date of Record

Because credit load (i.e., whether a student is full-time, half-time, etc.) affects how much financial aid students may receive, students should immediately notify the Financial Aid Office of any change in their level of enrollment.

Financial aid payments are based on the number of credits a student carries as of the date of record and may be adjusted until that date. For first semester, the date of record is in September (see calendar) and for second semester it is in February (See calendar). If a student adds courses after the date of record, financial aid eligibility will not be adjusted to reflect the credit load increase. In addition, a student on a course waiting list must be off the list and registered for the course before the date of record in order to receive financial aid for that course. Moreover, if the classes for a course do not begin to meet until after the date of record, a student still must be registered for the course before the date of record in order to receive financial aid for that course. If a student does not begin attendance in a course that starts after the date of record, financial aid funding may be adjusted resulting in repayment of the funds by the student.

Federal Repayment Policy

Students who receive financial aid and withdraw or drop out of all Southwest Tech courses prior to the date when 60 percent of a semester is completed may have to return some of the federal student aid that was disbursed. That date is typically toward the end of the October for first semester and late March/early April for second semester. For the few programs with unique class schedules (i.e., classes that begin later in a semester), financial aid distribution dates and repayment policy dates are adjusted accordingly so that all students are subject to the same standards.

Students who withdraw after having received Title IV aid (excluding work-study) may have to repay unearned funds based on the percentage of the term not yet completed. Students who fail to attend any classes must return 100 percent of Title IV aid received. Students who withdraw during the term may keep a certain amount of aid based on the number of days of attendance over the total number of days in the semester, expressed as a percentage. Southwest Tech calculates the dollar amount as a percentage of the costs of attending the college for the term (including but not limited to tuition, fees, room and board, books, supplies,

transportation, and miscellaneous expenses).

The Financial Aid Office performs the return of federal aid calculation within 30 days of a student's official withdrawal date. Southwest Tech returns financial aid moneys to their source according to the distribution policy appearing elsewhere in this handbook.

Students who withdraw or drop out receive a notice of overpayment in the mail and have 10 days to respond to the letter. Students who fail to timely respond are turned over to a collection agency.

Students must notify the Financial Aid Office of their decision to withdraw so accurate refund calculations can be made. The entire process is based on either the last date of attendance or the date that a student initiates the withdrawal process with a student success coach. The withdrawal date determines both the institutional refund and the Title IV financial aid refund. If a student fails to notify Southwest Tech either verbally or in writing (preferred) about having withdrawn, the Financial Aid Office will default to the midpoint of the term (50 percent) as the withdrawal date if the actual date is not available through the student's instructors.

Students who are enrolled at the time of the first financial aid disbursement (approximately 30 days into the semester) will receive 100 percent of the WHEG funds for that semester. Conversely, students who withdraw or drop out before the first disbursement receive no WHEG funds.

The return of federal funds calculation should not be confused with the Wisconsin State Refund Policy, which is a separate calculation performed by the Business Office for the return of tuition and fees to students.

Distribution Policy

Southwest Tech's distribution policy is to turn back the student financial aid portion of a repayment, refunding it to the financial aid programs in the following order as prescribed by law and regulation:

1. Federal Direct Stafford Unsubsidized Student Loan
2. Federal Direct Stafford Subsidized Student Loan
3. Federal Direct PLUS Loan
4. Federal Pell Grant
5. Federal SEOG Grant
6. State Programs

Ineligible Programs

Students in the following programs are currently ineligible for financial assistance (i.e., grants, loans, or work-study):

- Nursing Assistant
- Nail Technician
- Farm Business & Production Management
- Driver Safety Education Certification
- EMT Emergency Medical Technician, and
- certificate programs.

Online/ITV

Online/ITV students must be pursuing an associate degree or a technical diploma to be eligible for financial aid.

Online/ITV students may enroll in some courses at any time during a semester. However, every course in which they are enrolled in a semester is counted toward continued financial aid academic progress eligibility. Satisfactory progress is reviewed at the end of each semester.

The Financial Aid Office will verify that students enrolled in only online courses are participating in all of their courses before students will receive their disbursement each semester. Financial Aid staff will check enrollment during the week of disbursement. Once participation is verified in each course, checks will be mailed. If participation is not verified, the aid (grants and loans) will be voided, and the student will be ineligible to receive aid for that semester.

Receiving Payment

Before a student can actually be awarded financial aid, the following must be on file in the Financial Aid Office: Student Aid Report (SAR). This report is generated after the federal government has received and processed a student's completed FAFSA. Southwest Tech electronically receives SARs from the processor, while students receive their electronic or paper copy approximately three weeks after submitting their FAFSA. Students should review their SAR upon receipt and immediately contact the Financial Aid Office if any errors are found.

Financial Aid Questionnaire. The Financial Aid questionnaire is posted on the student portal under My Financial Aid for students to complete and submit.

Other information. The Financial Aid Office may request additional documentation such as a student's and/or parent's federal tax transcripts, W-2s and child support paid/received verification.

Evidence of enrollment in an approved associate degree or technical diploma program. Students who enroll in courses that do not lead to a degree or diploma in a specific program are not eligible for financial aid. A student's signed statement of updated information, statement of educational purpose/certification statement on refunds and default, and statement of registration status.

Financial Aid Satisfactory Academic Progress Standards (SAP)

MINIMUM Standards for All Financial Aid Students.

Students receiving financial aid must make Satisfactory Academic Progress toward the completion of course requirements in a certificate or degree program approved for aid. All applicable credits will be reviewed and included even if you did not receive financial aid for them. To be considered making satisfactory progress at Southwest Tech you must meet ALL of the following criteria:

Grade Point Average Requirement. Students must maintain a cumulative 2.0 grade point average (GPA). The GPA evaluation will not consider transfer grades. For course repeats, the higher grade is counted.

Completion Rate Requirement. A student must complete 67% of credits attempted. This is calculated by dividing total credits completed by total credits attempted. NOTE: Credits attempted is defined as the total credit(s) you are enrolled in after the 10% period for the course.

All classes enrolled in including repeated courses, withdrawals, incompletes and transfer credits will be counted toward credits attempted.

Example: Term 1 – start with 12 credits, withdraw from 3 credits and complete 9 credits; pace is 75% (9/12).

Term 2 – start with 12 credits, withdraw from 6 credits and complete 6 credits; pace is 63% (15/24).

Maximum Time Frame Requirement. Students are expected to complete their degree/diploma program within a maximum timeframe for financial aid purposes. Federal regulations stipulate that the maximum timeframe is 150% of the published credit requirement of each eligible program. This timeframe is based on total credits attempted, even if financial aid was not received while enrolled; and includes all classes students take at Southwest Tech, transfer into their program at Southwest Tech, repeat, fail, withdraw from or receive

incompletes in.

Example: A program that requires 64 credits for graduation. $64 \times 150\% = 96$. The maximum number of credits Southwest Tech would pay for this student to complete this diploma program is 96.

Example: A program that requires 32 credits for graduation. $32 \times 150\% = 48$. The maximum number of credits Southwest Tech would pay for this student to complete this diploma program is 48.

Students who reach the maximum timeframe are immediately suspended from financial aid eligibility. Students are allowed to change their program of study—as long as they are in compliance with Southwest Tech’s Satisfactory Academic Progress Policy—and remain eligible for financial aid. The maximum timeframe for financial aid for the new program will include all credits that the student has attempted including those not applicable to the new program. Financial Aid will not pay for more than two programs of study unless approved by the Financial Aid Manager.

Consequences. Federal regulations require that Southwest Tech monitor the academic progress of students. Academic Progress will be monitored by Financial Aid at the end of each term of attendance. This policy applies to all students accepted into an undergraduate program pursuing a degree. It includes all periods of enrollment—even if the student did not receive financial aid.

Due to the cumulative concept of these Satisfactory Academic Progress requirements, it is extremely important that students take the adding and dropping of classes under careful consideration.

Financial Aid Warning. Students will be placed on Financial Aid Warning the first semester they do not meet any portion of the Satisfactory Academic Progress Policy. Students will receive financial aid for the semester that they are placed on Financial Aid Warning. At the end of the semester the student is on the Financial Aid Warning, progress is again evaluated, and the student is either removed from warning status or placed on Financial Aid Suspension.

Financial Aid Suspension. Students who do not meet the Financial Aid Warning conditions will be placed on Financial Aid Suspension. Students WILL NOT receive any financial aid when placed on Financial Aid Suspension. Students may appeal the suspension as stated in the following information.

Financial Aid Appeal

A process by which a student who is not meeting Southwest Tech’s Satisfactory Academic Progress standards is allowed to petition for reconsideration of the student’s eligibility.

The Financial Aid Appeal form can be obtained from the staff in the Financial Aid Office. Reasons a student may appeal might be death of a relative; injury or illness of the student; other special/unusual circumstances. The student must include in the appeal the information regarding WHY they failed to make Satisfactory Academic Progress AND what has CHANGED in their situation that would allow them to demonstrate Satisfactory Academic Progress at the next evaluation. A student’s appeal CANNOT be based on the need for aid or lack of knowledge of the warning status. Only one appeal per student is permitted, unless extreme extenuating circumstances occur. Students may be required to provide additional documentation from outside sources if the situation warrants it.

Students whose appeals are approved, but will not be able to meet the Satisfactory Academic Progress Standards by the end of the probationary term will be required to meet with the Financial Aid Director to determine an Academic Plan to follow in order to be able to meet the Satisfactory Academic Progress Standard by a specific point in the future.

A student is considered suspended from further receipt of financial aid until their eligibility is regained by doing both of the following: 1) Taking at least 6 credits (all in the same semester), passing those credits with at least a “C”, and paying for those credits on their own. During reinstatement, a student is not allowed to drop any courses they are taking: and if a student chooses to take more than 6 credits during a reinstatement semester, they must pass all classes attempted with at least a grade of “C” and 2) The student will also be required to meet with the Student Financial Assistance Manager to determine an academic plan following their successful reinstatement attempt. The academic plan will be necessary in order for the student to meet Satisfactory Academic Progress Standards by a specific point in the future.

Additional Information. Students can only receive aid for classes that are required in the program they are accepted in.

If a student chooses to retake a class for which they have received a passing grade (based on the program requirements), Southwest Tech will only pay for them to retake that class one time.

If a student retakes a class in which they received a non-passing, Southwest Tech will repeat payment for the course until the student passes successfully. Withdrawals (W grade), incompletes (I grade), repeats of classes and transfer credits accepted for your program are considered attempted credits. Withdrawals, audits and incompletes are figured as zero (0) grade points when calculating a student's GPA. These grades may result in a student not making Satisfactory Academic Progress.

Any 'I' grades must be completed within 6 weeks of the end of that semester— regardless of any arrangement with the instructor. Unusual circumstances may be considered on a case-by-case basis.

Miscellaneous. Due to the cumulative concept of these Satisfactory Academic Progress requirements, it is extremely important that students take the adding and dropping of classes under careful consideration. Federal regulations require that Southwest Tech monitor the academic progress of students. This policy applies to all students accepted into an undergraduate program pursuing a degree. It includes all periods of enrollment—even if the student did not receive financial aid.

Types of Funds Available

Employment

- Federal Work-Study Program (FWS)

Grants

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Native American Assistance Grant (BIA)
- Wisconsin Higher Education Grant (WHEG)
- Talent Incentive Program (TIP)
- Minority Student Grant Program
- Hearing and Visually Handicapped Student Grant

Loans

- Federal Direct Subsidized Student Loan Federal Direct
- Unsubsidized Student Loan Federal Direct PLUS Loan
- Federal Direct PLUS Loan

No student loans will be certified after May 1 for the preceding school year.

Scholarships. The Southwest Tech Foundation offers numerous scholarships each year. Scholarship applications are available online and due March 31 for the following academic year. A selection committee meets in April to review applications and select scholarship recipients. Students are notified in May of their award for the following year. Southwest Tech hosts its annual Scholarship and Awards Ceremony each fall to present the scholarship awards and to recognize the recipients and donors. All students, regardless of program or GPA are encouraged to apply for scholarships every year.

For more information and details regarding the funding options, please contact Southwest Tech's Financial Aid department by calling 1.800.362.3322 ext. 2660.

Financial Aid Advance. Under certain circumstances, students may obtain a modest, short-term advance from the Financial Aid Office. Applications are available in the Financial Aid Office, which has the discretion to make or deny any advances.

If a student owes Southwest Tech a bill due to Title IV Repayment (due to dropping of classes), they will NOT be eligible to enroll in classes until the bill is satisfied.

VETERANS/MILITARY BENEFITS

Southwest Tech is approved by the Wisconsin State Approving Agency for training of qualified veterans under the Veterans Educational Benefits Act (GI Bill®), and for the training of eligible dependents of deceased or disabled veterans. More information can be obtained from the Veterans Service Office, located in the Financial Aid Office or from the local County Veterans Services Officer or the Department of Veterans Affairs. Please note that Southwest Tech does not and cannot determine eligibility for veterans and benefits; the Department of Veterans Affairs determines all eligibility. Veterans benefits DO NOT exclude you from receiving financial aid or scholarships.

Federal Programs

Southwest Tech will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment to be provided by the Secretary under chapter 31 or 33 of this title.

Any covered individual is able to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 of this title. A variety of federal programs are available if you have participated in the Montgomery GI Bill® program while serving in the military. You may also be eligible for Reserve benefits if you are currently an active member of the Reserves or National Guard. Dependents of disabled or deceased veterans may be eligible for benefits also.

Post-9/11 GI Bill® (Chapter 33). The Post-9/11 GI Bill® is for individuals with at least 90 days of aggregate service on or after Sept. 11, 2001, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for the Post-9/11 GI Bill®. The Post-9/11 GI Bill® will be effective for training on or after Aug. 1, 2009.

Montgomery GI Bill® (Chapter 30).

Generally, this applies to active-duty enlistees who entered service after June 30, 1985, who contributed \$100 for the first 12 months of service.

Service-Connected Disabled Veterans (Chapter 31). Benefits for service members and veterans with a 20 percent, or greater, service-connected disability.

Survivors and Dependents (Chapter 35). For spouses and children of 100 percent service-connected disabled or deceased Veterans.

Selected Reserve (Chapter 1606). For members who enlist or re-enlist in the Army, Navy, Air Force, Marine Corps, Coast Guard Reserves, the Army National Guard, and the Air Guard.

Please visit the Department of Veterans Affairs website for detailed information regarding the Federal GI Bill® Education Benefits, see your local county veteran's service officer, or stop in the Veterans Services Office located in the Financial Aid Office.

State Programs

State programs in the form of tuition and fee reimbursement and part-time study grants may be available for Wisconsin veterans. National Guard members may be eligible for the National Guard Tuition Grant.

Wisconsin GI Bill®. The Wisconsin GI Bill® provides a full waiver ("remission") of tuition and fees for eligible veterans and their dependents for up to eight full-time semesters or 128 credits at any University of Wisconsin System or Wisconsin Technical College System institution for continuing education, or for study at the undergraduate or graduate level.

Veterans Education (VetEd) Reimbursement Grant. Veterans who did not enlist from the State of Wisconsin may apply for VetEd through their County Veterans Service Officer, apply online, or download an application, WDVA 2200. Applications must be submitted within 60 days of the start of the term. As this is a reimbursement grant, students must pay tuition in full by the due date.

Wisconsin National Guard Tuition Grant. The Wisconsin National Guard Tuition Grant is a reimbursement grant, which means the student must pay their tuition in full by the due date. For additional information on this grant, please visit the Wisconsin Department of Military Affairs at dma.wi.gov. The grant form must be submitted to Southwest Tech Veteran Services at the start of each term or within 60 days of the end of the term.



For more information on any of these benefits visit the Wisconsin Department of Veterans Affairs website, see your local County Veterans Service Officer, or stop in the Veterans Service Office located in the Financial Aid Office.

Contact Information

Southwest Tech Veterans Office: 608.822.2321 Grant

County Veterans Service Officer: 608.723.2756

U.S. Department of Veterans Affairs:

<http://www.gibill.va.gov/>

Wisconsin Department of Veterans Affairs:

[Wisconsin Department of Veterans Affairs](#)

[Home](#)

Students Called to Active Duty

Southwest Tech has adopted the following procedures for students who are ordered or inducted into active service in the U.S. armed forces or who are requested to work for the federal government during a national emergency or limited national emergency:

- Students who have been called to active duty should contact the veterans service officer in the Financial Aid Office. This person is available in person or via phone 608.822.3262, Ext. 2321.
- If the student is activated well into the semester, they are encouraged to work with their instructors individually to decide what to do about the balance of the semester work.

- Students will be asked to provide a copy of their active duty orders to the Veterans Office and Student Services. If the student is unable to provide a copy in person, a parent, spouse, or other individual may submit a copy on their behalf. This may be done either in person, via fax, or through mail.
- A formal withdrawal process must be initiated. The student or their representative may initiate the procedure on the students' behalf. Students must officially withdraw to receive refunds of tuition/fees and may receive failing grades if they do not withdraw. Additionally, students who are receiving GI Bill® Education Benefits and do not officially withdraw could find themselves in an overpayment situation with the Veterans' Administration.

The college will provide a full refund of tuition and fees to students called into active service. Tuition and fee refunds will first be directed to repay federal financial aid. In some cases, SWTC is required to utilize a portion of the tuition and fee refund to reduce the student loan debt. SWTC will repay the college and student portion of federal grants. The student will then receive a refund check in the mail.

The college will provide priority readmission to students who are ordered or inducted into active service. Admission back into the student's program will take place upon the student's request at the next semester opportunity. It may be possible that a student will wait a semester due to program/course sequencing.



TUITION AND FEES

Tuition and fees are established according to state statutes and Wisconsin Technical College System guidelines and may change from year to year. Students must pay all required fees according to Southwest Tech policies. *Fees may be subject to change without notice.

Tuition

Resident Tuition. All students must pay resident tuition for their courses. This fee is set by the Wisconsin Technical College System Board. See fee schedule for the current academic school year.

Out-of-State Tuition. Students who are not Wisconsin residents must pay out-of-state tuition. Out-of-state tuition is 150% the state tuition rate. Non-Resident students enrolled in online classes will pay the resident tuition rate.*

*Non-Resident students enrolled in the Direct Entry Midwifery, Driver's Education, and Cancer Information Management programs are charged the out-of-state tuition rate on all classes, regardless of modality.

Reciprocity Agreements. Southwest Tech's reciprocity agreement between Wisconsin and Minnesota enables a Minnesota resident to attend Southwest Tech and pay resident tuition. Southwest Tech also has program-specific reciprocity agreements with NICC and HCC. For further information about the reciprocity agreements and how to apply, please contact Financial Aid.

In-State Tuition Rates for Active Duty Service

Members and Family Members. In accordance with Federal Student Aid Regulations, Southwest Tech does not charge a member of the armed forces who is on active duty for a period of more than 30 days more than the tuition rate for residents of the state. Similarly, the service member's spouse and dependent children are entitled to the in-state tuition rate.

In addition, if the service member, spouse, or dependent child pays the in-state tuition rate, Southwest Tech allows the student to continue to pay such a rate as long as they are continuously enrolled, even if there is a subsequent change in the permanent duty station of the service member to a location outside of the state. Contact the Veteran Certifying Official at veterans@swtc.edu or 608-822-2321 with questions.

Fees

Application Fee. The application fee for the 23-24 school year has been suspended.

Activity Fee. Six percent of tuition, per credit, per semester. The Student Senate determines annually the distribution of these fees which are used to support programs such as student-led organizations, student government, intramural sports, special campus events and services.

Course resources and supply costs are not included in tuition or any fees. Required course resources are through our third-party partner eCampus or may be purchased from any vendor/source available to students. Kits and supplies are available for purchase at the SWTC Chargers Bookstore.

Course Resources. Course resources and supply costs are not included in tuition or any fees. Required course resources are through our third-party partner eCampus or may be purchased from any vendor/source available to students. Kits and supplies are available for purchase at the SWTC Chargers Bookstore.

Charger Tech 360. For the 2023-2024 academic year, all eligible enrolled students will be charged the technology fee of \$300 each for the Fall & Spring terms.

**Graphic Web & Design Students will be charged an additional \$425 for a total of \$725.*

Southwest Tech Student Charger Tech 360 Published Fees.

Physical Damage Incident Fee (per incident)

- Accidental drops, spills, or other unintentional damage: \$50

Charges for repairs not covered by the warranty

- Laptop Computer replacement for loss, theft, neglect, biological contamination, or intentional/willful acts of damage or abuse*: Up to \$1200
- Excessive Wear and Tear including stickers/defacing, discoloration, and severe scratches or marks on case or screen: \$100
- Power Adapter/Power Cord: market price
- TOTAL Administrative Fee: \$300

* The College cannot repair or redeploy systems that have been contaminated by urine, vomit, blood, feces, or damaging/dangerous chemicals. Systems must be disposed of and replaced (human, animal or chemical).



Materials Fee. The fees vary based on consumable, tangible items used in the instructional process and are set by the Wisconsin Technical College System Board.

Program Completion Fee. All students enrolling in credit classes will be charged a program completion fee of \$2.50 per credit. Students must complete a program completion form in their final semester in order to receive their diploma and be considered a graduate of their program. There is no fee to complete the application for graduation form or to participate in the commencement ceremony.

Testing Fees. College testing varies in price depending on the tests required for placement into a course or a program. The HESI exam, required for most health programs, is \$55.

Transcript Request Fee. Students may request transcripts online at [Transcripts at Southwest Tech \(swtc.edu\)](https://www.swtc.edu). A \$10 fee is charged for each official transcript requested.

Examples of Other Fees Students Are Responsible for Depending on Enrollment in a Course or Program.

- Tools, Equipment and Safety Gear
- Uniform
- CMA (Certified Medical Assistant) National Testing
- National Nurse Aid Assessment Program
- Background Check
- Immunizations and Health Examinations
- Certification or Board Examination Fees

Deferred Payment of Tuition & Fees (Agency or Employer Funded)

Students must present written documentation from their sponsoring agency or employer to receive a deferment. Deferment of tuition and fees is optional for students who are eligible for financial aid (grants or loans). They must complete all financial aid procedures, including submission of the Free Application for Federal Student Aid (FAFSA), before they can obtain a book voucher from the Payments/Billing Office. Grade reports and/or transcripts of any student who has an outstanding financial obligation to the college are placed on hold until all debts are paid in full.

Officially withdrawing from class(es) does not

eliminate a student's responsibility for any outstanding financial obligation to the college. The state refund policy applies to class changes made during the term, and any refund that a student might receive will first be applied to any outstanding debt.

Refund Policy

Southwest Tech's tuition and fee refund policy is in accord with Wisconsin Technical College System and District Board policy guidelines. As a general rule, students are responsible for requesting any refund of tuition and/or fees paid to Southwest Tech. Refunds under \$5 will not be processed.

Adding or withdrawing from a course requires timely submission of appropriate paperwork to Student Services. Students can officially withdraw from a course upon notifying Student Services in writing or in person. The date of notification of withdrawal, not the last date of class attendance, is the official withdrawal date, which is used to determine the amount of a student's refund. Non-attendance does not reduce fees owed.

Further, officially withdrawing from a course or courses does not eliminate a student's responsibility for any outstanding financial obligation to the college. (Students who entirely withdraw from school are encouraged to contact their success coach for an exit interview.)

Refunds before First Class Meeting: If Southwest Tech cancels a course, students can apply for a complete refund of tuition paid.

Students who drop a course before the first class meeting will receive a full refund of tuition paid. When one class is dropped and another added during the first seven calendar days of the term, the tuition payment is transferred from the dropped course to the added one.

Refunds after the First Class Meeting for all Courses Except Open Entry Courses

Once a term begins, the refund amount for a course is based on the official withdrawal date relative to the number of days the class has met. (The refund period begins the first day a course meets, not the first day a student attends it.) The applicable schedule is as follows:

<u>Official Course Withdrawal</u>	<u>Fee Refunded</u>
Before 11% of the class meetings	80%
Between 11–20% of the class meetings	60%
After 21% of the class meetings	0%



Refunds after the First Class Meeting for Open Entry Courses*

With open entry courses, the amount of a refund is determined by the number of calendar days between a student's registration date and official withdrawal. The applicable schedule is as follows:

<u>Official Course Withdrawal</u>	<u>Fee Refunded Percent of Total</u>
1–7 days after official registration date	80%
8–14 days after official registration date	60%
15 days after official registration date	0%

*The refund period for a student who registers before the official start date will begin on the first day of the course.

Dropping or withdrawing from a course is an important decision. It may affect current and future financial aid, enrollment, and program status. Students are encouraged to meet with their advisor to discuss what alternative academic assistance may be available and the potential consequences of dropping or withdrawing.

Registering for a class immediately creates a financial obligation. The Business Office will continue to send the student notice of the outstanding debt until the bill is paid. Payment plans are available through the Business Office.

Delinquent Accounts

Payment is due the first day of the term unless you have a funding agreement on file with the Business Office. A \$40 late fee will be added to any unpaid balance that is not paid by the due date. If payment is not received by the due date, a hold will be placed on your account that will prevent you from any future registrations and the release of grades or transcripts until the tuition and fees are paid in full.

If you do not comply with the payment obligations, Southwest Tech may certify your past due balance to the Wisconsin Department of Revenue and make a claim for the total due against refunds, overpayments, and lottery payments owed to you by the Wisconsin Department of Revenue or Department of Administration. If your debt is not settled by the time you file your Wisconsin State Income Tax return, all or part of your refund may be intercepted to pay your debt. Also, your past due obligation may be turned over to a collection agency. In the event of such action, the student is responsible to pay all costs of collection, including a 50 percent collection fee and any other fees incurred by Southwest Tech or its representatives in

connection with the collection of the past due obligation.

Returned Check Charge

A minimum service charge of \$35 will be assessed on each check returned by a bank. A returned check may result in cancellation of a student's registration.

Student Billing

If you have questions or concerns regarding your bill, please contact the Business Office at 608.822.2660. You may also view your bill, schedule, or make a payment at MySWTC.

Your tuition statements will be sent via e-mail only.

At any time, your bill can be viewed at MySWTC. Non-attendance or non-payment does not constitute a cancellation of registration, and students will be responsible for tuition and fees not paid.

Payment Options:

- Pay online at MySWTC (click on the icon on www.swtc.edu homepage) ACH, Mastercard, VISA or Discover are accepted.
- Payment via phone by calling 608.822.2660. ACH, MC, VISA or Discover are accepted.
- Pay in person at the Payments/Business Office. Call to verify normal business hours.
- Pay by mail.

A check or money order can be mailed to:
Southwest Tech
Attn: Student Payments
1800 Bronson Boulevard
Fennimore, WI 53809

Please note your student ID# on the check to be sure it is applied to your account.

Chargers Bookstore Return Policy

- 7-day return policy from date of purchase, provided the textbooks are in the same condition as purchased
- A 15% restocking fee will apply to the following:
 - CNA Books/Packets
 - Fire Books
 - EMS Books
 - Apprenticeship Books
 - Math Review
- If a class is cancelled by Southwest Tech, the 15% restocking fee is waived. The book(s) must



be returned within 7 days after the cancellation of the respective class.

- CPR books are not returnable, per the American Heart Association.
- Lab/supply kits are non-returnable.

Textbook Buyback

Sell Textbooks - We Pay the Most (ecampus.com)

- The eCampus online buyback process features free shipping!
- They offer different payment methods to suit your needs: In-Store Credit, Check, or Direct Deposit
- They maintain high standards with the buyback program. The books they buy back must be in a condition that they can be offered to another student.



STUDENT RECORDS

Student Services maintains current student records and officially archives all student academic records. Each student's complete file is kept in electronic format for a minimum of five years. After five years only official Southwest Tech grade transcripts may be archived; all other documents may be purged.

Students are responsible for providing Southwest Tech with updated information so that their records are accurate and complete.

Family Education Rights and Privacy Act (FERPA)

Access to student records is handled by the Registrar and observes the Family Education Rights and Privacy Act (FERPA) of 1974. This federal law governs the release and access of student records.

Schools must have written permission from the student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific state law.

Student Rights under FERPA

You have a right to review and inspect your Southwest Tech education records within 45 days of Student Services receiving your written request.

You have the right to make a written request to amend your education records if you believe they are inaccurate or misleading.

- You have the right to provide written consent before Southwest Tech discloses personally identifiable information from your educational record except to the extent that FERPA authorizes disclosure without consent.
- You have the right to request that the college withhold directory information. You may do this online at <https://www.swtc.edu/forms/privacy-request-form>.
- You have the right to revoke a previously submitted request. You may do this by submitting the written request to Student Services.
- You have a right to file a complaint with the US Department of Education if you believe Southwest Tech has failed to comply with FERPA requirements (Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue SW, Washington DC, 20202-4605).

Directory Information

Southwest Tech may release the following information, considered to be directory information, to the public without the student's prior consent. Students have the right to withhold any directory information they wish by filling out a privacy request form. Once a year, Southwest Tech sends all students an annual notification of their rights.

- Student Name
- Address
- SWTC Email address
- Photographs
- Program of Study
- Enrollment Status (full- or part-time)
- Dates of Attendance
- Degrees and Awards Received
- Dates of Degrees
- Participation in officially recognized activities

A fee may be imposed for the location, reproduction and/or delivery of records. The fee will reflect the necessary and direct cost of location, reproduction or delivery of said record(s). There will be a special fee assigned to rush requests.



Release of Student Lists. Anyone can request what is defined as "directory information." Students have the right to withhold any directory information that they wish by filling out a privacy request form. Directory releases are limited to inquiries for non-commercial use. Military branches of service may receive student list information of currently enrolled students as per Solomon Amendment. A Solomon Amendment request must be in writing stating that the information requested is for "recruitment purposes only."

Disability Records. Disclosure of a disability is voluntary, and a student's records will be handled in a confidential manner as outlined in the amended Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act (ADA) Amendment Act of 2008 and the Family Educational Rights and Privacy Act of 1974, as amended. Records that document a student's disability are kept in an electronic format, accessible only by Disability Services. Personal information pertaining to a student's disability will only be shared with a signed, written release at Southwest Tech.



Acceptable Use of ITS Resources Policy

Acceptable use of Southwest Tech ITS resources includes any purpose related to the direct and indirect support of the educational, service student and campus life activities; administrative and business purposes; financial systems; and human resources administration. Authorized users are provided access to ITS resources to support their studies, instruction, duties as employees, official business with Southwest Tech, and other college-sanctioned activities according to their roles and responsibilities. All use of ITS resources must comply with all College policies, procedures, and codes of conduct, including those found in the student, employee handbooks; all laws and regulations applicable to the user or the College; and, all relevant licenses and other contractual commitments of the College, as modified from time to time.

Authorized users must not engage in unacceptable use of Southwest Tech ITS resources, which includes but is not limited to the following:

1. Sharing or transferring authentication details to others, or using another user's authentication credentials such as network IDs and passwords, or other access codes or circumventing user authentication which could allow unauthorized users to gain access to Southwest Tech ITS resources, except as required for administrative or business purposes;
2. Violation of federal, state, or local laws; institutional policies, rules or guidelines; or licensing agreements or contracts;
3. Harassment of, threats to or defamation of others; creation of a hostile environment; stalking; and/or illegal discrimination;
4. Widespread dissemination of unauthorized email messages (e.g., mass mailings, spam, email chain letters);
5. Intentionally damaging, disrupting, or exposing ITS resources or data to unauthorized access or harm.
6. Storing personally identifiable information on their computers hard drive (C drive), personal home equipment, or any remote storage device such as USB flash drives.

In addition to the examples stated above, unacceptable use of SWTC ITS resources for employees, authorized contractors and vendors, also includes the following:

1. Storage, display, transmission, or intentional or solicited receipt of material that is or may reasonably be regarded as obscene, sexually explicit, or pornographic, except as such access relates to bona fide, college-related academic pursuits or as needed to investigate violations of this policy or laws;
2. Outside employment, commercial activities, or other forms of private financial gain;
3. Campaigning for public office or soliciting political contributions; Political lobbying, except for specific employees designated to lobby on behalf of Southwest Tech;
4. Wagering or betting, except as it relates to bona fide, college related academic pursuits;
5. More than minimal use for private or personal purposes that interferes with work or job performance or interferes with the activities of other employees, students, or other authorized users.

Authorized users must not use Southwest Tech ITS resources to speak on behalf of Southwest Tech or use Southwest Tech trademarks or logos without authorization. Affiliation with Southwest Tech does not provide or imply authorization to speak on behalf of Southwest Tech. Southwest Tech is not responsible for the content of documents, exchanges or messages, including links to other information

locations on the internet which reflect only the personal ideas, comments, and opinions of individual members of the college community, even when this content is published or otherwise circulated to the public at large by means of Southwest Tech ITS resources.

Privacy and Security: Southwest Tech shall take reasonable measures to protect the privacy of ITS resources and accounts assigned to authorized users. However, the College cannot guarantee absolute security and privacy. Any activity on Southwest Tech ITS resources may be monitored, logged and reviewed by college-approved personnel or may be discovered in legal proceedings or in response to public records requests. Generally, the contents of user accounts will be treated as private and not examined or disclosed except:

- as required for system maintenance or business necessity, including security measures;
- when there exists reason to believe an individual is violating the law or Southwest Tech policy;
- to meet the requirements of the Wisconsin Public Records Law or other laws; regulations; or institutional policies, rules, or guidelines; or as permitted by applicable law or policy.

Southwest Tech has the right to employ appropriate security measures, to investigate as needed, and to take necessary actions to protect the College ITS resources. Southwest Tech may also have a duty to provide information relevant to ongoing investigations by law enforcement.

Southwest Tech will work with authorized users to protect their privacy interests, as well as those of the College. Authorized users must not violate the privacy of other users. Technical ability to access unauthorized resources or others' accounts does not provide or imply authorization to do so, and it is a violation of this policy to access others' accounts unless authorized to do so for a legitimate business purpose.

Other Limitation on Use of Information

Technology Resources. In addition to the general principles set forth in this policy, the use of ITS resources may be affected by other laws and policies; included among these are: Federal copyright laws and privacy laws related to student records; state statutes related to computer crimes and political activities of state employees; ethical standards of conduct; dismissal for cause; standards and disciplinary processes related to academic and nonacademic misconduct by students; and conduct on Southwest Tech owned or leased property.

Accident Insurance Coverage

All students enrolled and completing a credit class, will be automatically eligible for the Southwest Wisconsin Technical College Mandatory Accident Only Insurance Plan. Online students are not eligible. Please visit [Student Accident Insurance at Southwest Tech \(swtc.edu\)](https://www.swtc.edu/student-accident-insurance) for more details.

Campus Closures

Except in cases of the most severe weather conditions or other reasons for closing, Southwest Tech will remain open. When weather is threatening, individuals must use their own judgment as it relates to safety and road conditions. Public school closing or

delay does not mean Southwest Tech is closed or delayed. The College with either:



1. **Close Completely:** Campus facilities are closed, no virtual learning/remote work, or
2. **Open Remotely:** Campus facilities are closed and moved to a virtual learning/remote workday.

If the college moves to a remote opening, faculty and staff will be expected to work remotely. Students will be expected to join classes virtually. When the College campus is closed or doing a remote opening, outside groups utilizing the campus will be asked to comply with the closure and only those staff required by their supervisor to report to or remain on campus should be on campus.

When it is necessary to close the College campus for weather or other reasons, information will be disseminated via text alerts, website, radio, television and/or electronic media. When the College campus is opening remotely, closed, or delayed at the beginning of the day, the initial announcements will be made by 6:00 a.m. In the case of a two-hour delay, classes will begin with those schedules for 9:30 a.m. If a delay is followed by a decision to close, information will be disseminated prior to 9:30 a.m.

Charger Tech 360 Program

For the 2023 - 2024 academic year, all eligible students will receive a college issued laptop. Eligibility is defined as:

- Minimum of 6 Program Credits
- Enrolled in an eligible program

For the 2023-2024 academic year, all eligible enrolled students will be charged the technology fee of \$300 each for the Fall & Spring terms.

****Graphic Web & Design Students will be charged an additional \$425 for a total of \$725.***

Two-year program students will be able to keep their assigned laptop after two years. Short-term program students will need to turn the hardware back in. Students enrolled in less than 6 credits per semester can opt in. Liberal Arts students can opt in regardless of enrolled credits. Check out the Charger Tech 360 website for additional information including Frequently Asked Questions www.swtc.edu/chargertech360 or email chargertech360@swtc.edu with questions.

Lost and Found

Lost and found is located in Student Services. Found items should be taken there and any losses should be reported promptly. Unclaimed items are donated to charity after a reasonable period.

Parking and Traffic Regulations

The following traffic and parking regulations are in effect:

- The speed limit on campus, including parking lots and access roads, is 15 miles per hour.
- Visitor parking in restricted areas must register with the receptionist in Building 400.
- The Southwest Tech campus is regularly patrolled by local law enforcement. Traffic and parking violations may result in fines.
- Southwest Tech issues private parking tickets for parking violations. If the fine is not paid, the amount is added to the student's account.

Parking for Persons with Disabilities. Persons with disabilities who have a proper state- issued license plate or identification card may park in specially marked spaces. Also, students who have a short- term condition may apply for a temporary Southwest Tech parking permit from Disability Services, which is located in the Knox Learning Center, Building 300, Room 314 by presenting a doctor's note from a qualified licensed professional that states special parking is needed for a certain time period. All permits must be clearly displayed in a parked vehicle.

Service Animal Policy

Southwest Wisconsin Technical College (SWTC) acknowledges its responsibility to permit students and/or visitors with disabilities to be accompanied at Southwest Tech by a service animal as required by the Americans with Disabilities Act (ADA). Students requiring service animals should register with Disability Services on campus to facilitate the student's use of the service animal at school. All other animals are prohibited on campus, in classrooms, on SWTC property, SWTC Foundation property, and Real Estate Foundation property unless expressly permitted by SWTC or permitted by SWTC policy regarding Assistance Animals in REF-Owned Student Housing.

Student Technology

Email. All students receive a Southwest Tech email when they sign up for their MySWTC account. All students are responsible for checking their Southwest Tech student accounts for important correspondence from the college. Southwest Tech's email system is the college's main form of communication with students and staff.

MySWTC. All enrolled students are automatically issued a MySWTC account. Students can find information about financial aid, book lists, and class registration.

Schoology. Schoology is a web-based course management system designed to allow students and faculty to participate in classes delivered online or use online materials and activities to complement face-to-face teaching. Schoology courses are secure. Each student receives a unique logon and password, and only students that are registered can access the system.

Schoology enables instructors to provide students with course materials, discussion boards, virtual classrooms(chat), online quizzes, and more.

Smoking/Tobacco Products

Tobacco use is only allowed in designated tobacco use areas on campus (this includes smoke-less tobacco, e-cigarettes (vapes), and cigars). Each designated area is marked with a sign.

- Northeast of Building 100
- South Entrance in Charley's
- Southwest of Building 500
- East of the Ag/Auto Center in the parking lot
- Behind Building 600 (Manufacturing Center)
- West side of the Public Safety Complex

Soliciting

No sales or fundraising of any kind is allowed anywhere on campus unless it is an approved student activity or it has been approved by the vice president for administrative services.

Fundraising. All fundraising projects on campus undertaken by student clubs or organizations must be reviewed and scheduled with the student activities coordinator and the Southwest Tech Foundation. Clubs and organizations must submit a fundraising request form located in their club pages in Schoology. Fundraising on campus by outside organizations must receive pre-approval by the President's Office.



Student ID

All students are required to have a Southwest Tech Student ID Card in order to use services provided by the college. You can obtain your official Student ID (at no charge) at library services within the Knox Learning Center. To receive a Southwest Tech student ID, please provide one of the following: driver's license, state issued ID, High School ID, passport, Military ID, ID from another college or an Employment ID badge. Students without a government photo ID who wish to obtain a Southwest Tech ID, may provide one of the following that includes your name and address: Utility bill, bank statement, paycheck/stub, a check or other document issued by a unit of government.

If your Student ID card has been lost, stolen or damaged, had a name change, a replacement card can be obtained for a \$5.00 replacement fee.

Text Messaging

Students and staff are automatically loaded into SWTC's Emergency Management System for Emergencies/Weather Alerts,. Southwest Tech students and staff can login using your Southwest Tech username and password (Same as MySWTC/Schoology) to confirm your cellular phone number. <https://getrave.com/login/swtc>

STUDENT CODE OF CONDUCT

Southwest Wisconsin Technical College (College) promotes a learning-centered environment dedicated to the advancement of personal growth and knowledge. The College believes every student has the right to pursue an education in a community that values respect, integrity, and inclusivity. To this end, the College prohibits conduct on its campus and in its student housing, which impedes learning, disrupts a peaceful campus environment, and does not promote a cohesive culture based on professionalism, fairness, and trust.

The Student Code of Conduct (Code) sets forth the rights and responsibilities of students at the College, outlines the process for addressing unacceptable behavior, and identifies a range of disciplinary consequences. The Code is designed to provide students with due process and procedural fairness, to ensure equal protection for all students, and to ensure consistency in the process and the consequences. At the same time, the Code reflects the need to consider the individual circumstances of each student, including prior disciplinary history. Further, when possible, the Code is intended to provide students an opportunity to align their conduct with the expectations of the College.

In general, matters involving behavioral misconduct will be addressed by the Chief Student Services Officer; Executive Director of Safety, Security and Facilities; and/or Director of Student Success, and matters involving academic misconduct will be addressed by the Chief Academic Officer and/or Executive Deans. No matter the process implemented for each matter, final authority over all matters of student misconduct remains under the authority of the President of the College.

Jurisdiction

The Code applies to students (and their guests) on property, including housing, owned, leased, or controlled by the College, Foundation or Real Estate Foundation, and, at College-sponsored activities and events. This Code may apply to off-campus activities and locations when conduct has an actual or potential adverse impact on the College community, including conduct which presents a danger or threat to the health or safety of self or others, significantly impinges upon the rights, property or achievements of self or others, significantly breaches the peace and/or causes

social disorder or is detrimental to the educational mission and/or interests of the College.

The Code applies to conduct that occurs in-person, virtually, in writing, via cellphone, and online via email or other electronic mediums including blogs, web postings, chats, and social networking sites.

Finally, the Code applies to all students enrolled in credit and non-credit courses.

Due Process

Students alleged to have violated the Code are entitled to the following due process:

- Written notice of the allegations;
- Timely investigation of the allegations;
- Notice of the applicable range of consequences;
- Opportunity to respond to the allegations and participate in the adjudicatory process, including the right to provide relevant information and witnesses; and
- Appeal, if applicable.

BEHAVIORAL MISCONDUCT

The following conduct constitutes a violation of the Code and will subject a student to disciplinary action. Some violations below will also trigger a report to law enforcement.

1. *Noncompliance with Policies and Procedures* - Noncompliance with College policies and procedures applicable to students (and their guests) and student housing, including the lease and any other applicable housing regulations.
2. *Noncompliance with Law* - Noncompliance with any local, state, or federal law, including statutes, regulations, and ordinances.
3. *Failure to cooperate with Southwest Tech administration or faculty* - Failure to appear when requested at conferences, meetings, or hearings; failure to respond to verbal or written inquiries; knowingly furnishing false information, and failure to comply with a reasonable request regarding a Southwest Tech matter.
4. *Failure to comply with a directive from Southwest Tech employee*. Failure to comply with any verbal or written directive communicated in person, in writing, via cellphone, and online via email or other electronic medium.



5. *Forgery* – Alternation or misuse of any College document, record, form, or instrument of identification.
6. *Trespassing* - Unauthorized entry into or use of property owned, leased, or controlled by the College, Foundation or Real Estate Foundation or at College-sponsored events or activities. Unauthorized possession, duplication or use of keys/swipe cards/lock codes to any property owned, leased, or controlled by the College, Foundation or Real Estate Foundation.
7. *Trademark* - Unauthorized use (including misuse) of College names and images.
8. *Misuse of Technology* – Violation of the College’s [Acceptable Use of Information Technology Services Resources Policy](#), and otherwise unethical, inappropriate, or illegal use of College technology and IT resources.
9. *Use of Prohibited Items* - The use of hover boards, drones, fireworks, explosives and other prohibited items is not permitted
10. *Invasions of Privacy* - Using electronic or other means to record or photograph any person in a location where there is a reasonable expectation of privacy. This includes, but is not limited to, recording or photography in shower/locker rooms, restrooms, and student housing. The storing, sharing, and/or distributing of such unauthorized recordings or photographs by any means is also prohibited.
11. *Disruptive Behavior* – Intentional or reckless conduct that disrupts College operations including, but not limited to: the obstruction of teaching, administration, activities which occur on the College campus (whether or not sponsored by the College); and acts that impair, interfere with, or obstruct the orderly conduct, processes and functions of the College. Classroom disruptions include conduct that a reasonable person would view as substantially or repeatedly interfering with faculty’s ability to teach or student’s right to learn. [See Classroom Disruptions Below]
12. *Assault or Battery* - Threats of physical harm or physical harm against another individual.
13. *Disorderly Conduct/Fighting* – Conduct which is inappropriately loud, lewd, indecent or obscene and conduct that constitutes prohibited behavior in designated areas (e.g., Knox Learning Center, Testing Center, Charley’s, housing, laboratory areas, etc.), with or without the presence of formal signage.
14. *Abusive Acts* - Acts of verbal or physical abuse, or acts which intimidate, harass, threaten, coerce, or otherwise endanger the health or safety of any person or create a hostile learning or working environment.
15. *Hazing* - Doing, requiring or encouraging any forced activity, whether or not the act is voluntarily agreed upon, in conjunction with initiation, admission into, or continued membership or participation in any group that causes or creates a reasonable risk of mental or physical harm or humiliation. Hazing may include: any brutality of a physical nature, such as whipping, beating, or branding; forced consumption of any food, liquor, drug or other substance; forced confinement; or any other forced activity which endangers the physical health or safety of a student.
16. *Bullying and Cyberbullying* – Deliberate or intentional behavior, including behavior conducted on computers, cell phones, and other electronic devices, using words or actions, intended to cause fear, intimidation or harm. Bullying and cyberbullying may be repeated behavior and involve an imbalance of power.
17. *Harassment* – Harassing behavior includes, but is not limited to verbal, written or physical conduct that is sufficiently serious (i.e., severe, persistent or pervasive) as to limit or deny an individual’s ability to participate in or benefit from the college’s programs.
18. *Sexual Harassment under Title IX of the Education Amendments*. Sexual harassment under Title IX is defined as follows:
 - a. A College employee conditioning the provision of an aid, benefit, or service of the College on an individual’s participation in unwelcome sexual conduct (often called “*quid pro quo*” harassment);
 - b. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, **and** objectively offensive that it effectively denies a person equal access to the College’s education program or activity; or
 - c. “Sexual assault” as defined in 20 U.S.C. 1092(f)(6)A(v), or “dating violence” as defined in 34 U.S.C. 12291(a)(10), “domestic violence” as defined in 34 U.S.C. 12291(a)(8), or “stalking” as defined in 34 U.S.C. 12291(a)(30).Reports of sexual harassment under Title IX will be addressed under the College’s Title IX: Prohibition of Sexual Harassment administrative policy at: <https://www.swtc.edu/about/policies>

19. *Gender Discrimination and Sexual Misconduct.* Conduct in violation of the College's Gender Discrimination and Sexual Misconduct policy in the Student Handbook (<https://www.swtc.edu/student-resources/policies-procedures/student-handbook>), including but not limited to verbal, written or physical conduct that is sufficiently serious (i.e. severe, persistent or pervasive) as to limit or deny an individual's ability to participate in or benefit from the college's programs; unwelcome or unwanted and forced or coerced sexual intercourse or sexual contact; making unwelcome sexual advances, unwelcome requests for sexual favors, unwelcome physical contact of a sexual nature, and/or unwelcome verbal or physical contact of a sexual nature; and sexual abuse of individuals through the exchange of sex or sexual acts for drugs, food, shelter, protection, other basics of life, and/or money.
20. *Weapons* – Unauthorized use, possession or distribution of weapons, firearms, explosives or hazardous objects or substances on property owned or leased by the College, Foundation or Real Estate Foundation or at College-sponsored events. Weapons include knuckles; nunchaku or any similar weapon; knives; knife blade; baton of any type; explosive devices of any type; "look-alike" instruments or weapons (e.g., BB gun, pellet gun, or any instrument designed to look like a weapon); or any other device used in a threatening and/or unlawful manner. The following are exempt from this provision:
- Authorized law enforcement officers in uniform or plain clothes officers with a badge on display.
 - Individuals participating in authorized law enforcement training activities using or possessing authorized weapons needed for training.
 - Individuals transporting firearms for authorized training classes.
 - The possession of handguns is permitted in parking and outdoor areas when in the possession of properly licensed persons to the extent required by law.
 - The possession of knives as eating utensils or for the purpose of food preparation or as tools when authorized by an instructor (such as in a lab setting) is permitted.
21. *Brandishing Objects* - Displaying, showing, waving, or exhibiting any object in a manner

which a reasonable person might find threatening.

22. *Illegal Use of Substances*- Illegal use, possession, sale, or distribution of controlled substances, associated paraphernalia, and/or alcohol on property owned or leased by the College, Foundation or Real Estate Foundation or at college-sponsored activities.
23. *Retaliatory Acts* – Conduct that harms, threatens to harm, harasses, intimidates, or bullies for the purpose of discouraging the filing of a complaint or acting as a witness in a complaint proceeding or for the purpose of reprisal against any person or group who initiated a complaint or any person who acted as witness in such a proceeding.
24. *Theft* - Intentional and unauthorized taking of property owned or leased by the College, Foundation or Real Estate Foundation or property of any visitor or member of the College Community.
25. *Damage to Property* – Intentional damage to property owned, leased, or controlled by the College, Foundation or Real Estate Foundation or property of any visitor or member of the College Community.
26. *False Reports* – Knowingly making false reports of an alleged occurrence or impending occurrence knowing that such false report is likely to cause evacuation of a building, place of assembly, or transportation facility; public inconvenience or alarm; or an emergency response.
27. *Endangering Safety* - Failing to report a fire, interfering with the response of the College or public officials to emergency calls or engaging in similar conduct which demonstrates a disregard for safety or property. Endangering safety may occur due to action (e.g., making a bomb threat, pulling a fire alarm, coming to campus sick with an infectious disease) or inaction (e.g., failing to report).

Classroom Disruptions

Both instructors and students have a right to an educational environment which is conducive to learning. It is the responsibility of instructors to create and maintain this environment in individual classes. Nothing in the Code is intended to infringe upon the academic freedom of instructor or student. To this end, the College will adhere to two fundamental principles:

- Students have the right to express opinions germane to the subject matter of a course.
- Instructors have the right to guide classroom discussion and to set reasonable time limits on discussion.



The responsibility for striking a balance between these principles rests with instructors.

Disruptive Behavior: Disruptive behavior includes conduct in and out of the classroom that a reasonable person would view as substantially or repeatedly impairing, interfering with, or obstructing the orderly conduct, processes, and functions of the College or the rights of other members of the College community to teach or learn.

If a student is disruptive in class, the instructor will generally first talk with the student informally outside of class to articulate the problem and expectations clearly. Under most circumstances, the instructor will address the behavioral disruptions outside of class.

If a student engages in behavior disruptive to the learning environment, the student may be denied access to the classroom upon the instructor’s determination that the behavior impedes student learning and/or the health and safety of peers, self, or the staff. The instructor will notify the Academic Dean of the disruptive activity, and the instructor and Academic Dean will determine best course of action, up to and including denied access and/or dismissal of the course. This restriction of access may apply to online classrooms as well as face-to-face classrooms.

In some instances, it may be necessary to dismiss the student from class immediately for that class period only and discuss the matter after class. The instructor must document the meeting and all other activity. When a student is denied access to the classroom due to behavioral misconduct, the Academic Dean and Chief Student Services Officer must be notified as soon as possible (within two (2) business days). Students who are removed from class have a right to due process procedures to ensure fair treatment in such circumstances.

If the instructor feels that there is an immediate threat to the health or safety of others, the instructor will call 911 then call the Executive Director of Facilities, Safety and Security (608-822-2401) or Safety Coordinator (608-822-2376). A Student Behavioral Concern ticket MUST be submitted as soon as possible and within 24 hours when a faculty or staff member feels there is a threat to safety and security.

Common Disruptive Behaviors: Examples of disruptive behavior include, but are not limited to:

- Persistent late arrival or departure that disrupts the class

- Repeated cell phone use during class
- Intentionally disrupting class with use of language or physical behaviors
- Loud and/or frequent interruption of class flow with inappropriate questions or remarks
- Persistent contact outside of class that hampers the instructor’s ability to do normal work or assist other students
- Belligerent behavior
- Verbal and/or physical threats
- Threatening or harassing emails, letters, messages or voicemails
- Inappropriate contact at the instructor’s home
- Any behavior indicating a romantic or obsessive interest
- Distressing, disturbing or other dangerous behaviors

Disruptive behavior, particularly when such behavior is repeated, threatening, harassing or dangerous, is a violation of the Student Code of Conduct and shall be handled accordingly.

Behavioral Misconduct Procedure & Sanctions

Any member of the College community may report a violation of the Code. Individuals who report a violation are referred to as “complainants” and individuals alleged to have violated the Code are referred to as “respondents.” Reports should be made using the reporting form (<https://www.swtc.edu/forms/report-form?form=student>) on the college website or reported directly to the Chief Student Services Officer, Executive Director of Facilities, Safety, and Security or Director of Student Success. Reports should be sent as soon as possible following the alleged conduct to ensure timely investigation. All reports of behavioral misconduct made to other College employees will be referred to the Chief Student Services Officer or designee.

Complaints of behavioral misconduct will be addressed through the procedures set forth below. Complaints of sexual harassment under Title IX of the Education Amendments of 1972 will be addressed under the College’s Title IX Prohibition of Sexual Harassment Policy at: [Title-IX-Prohibition-of-Sexual-Harassment-2022.pdf \(swtc.edu\)](https://www.swtc.edu/policies/title-ix-prohibition-of-sexual-harassment-2022.pdf)

Generally, the process for addressing reports of behavioral misconduct will be completed within sixty (60) days although the College reserves the right to extend the timeline when necessary to complete an investigation.

Note: When the severity of the circumstance warrants, the Chief Student Services Officer; Chief Academic Officer; Vice President of Administrative Services; Chief Human Resources Officer; Executive Director of Facilities, Safety, & Security; Director of Student Success; and/or President may impose upon the respondent a temporary suspension or separation from the College, including classes and College housing.

Step 1:

Notification of Incident

- Upon receipt of a report, the Chief Student Services Officer or designee will determine if the report alleges a violation of the Code. If so, the Chief Student Services Officer will designate assigned College officials to take the following steps:
 - Contact law enforcement, if appropriate.
 - Meet with the complainant to understand the nature of the report and offer supportive services.
 - Gather other relevant information, if necessary.
 - Report to the Chief Student Services Officer who will determine whether to initiate an informal or formal resolution process.
- Provide written notice to the respondent of the allegations in the report and inform them whether the College will initiate a formal or informal resolution process.

Informal Resolution

- When both a complainant and respondent agree to informal resolution and an informal resolution process is warranted, the Chief Student Services Officer will conduct the informal resolution process.
- During the process, the respondent will be given the opportunity to respond and provide information relevant to the allegations in the report.
- If needed, the Chief Student Services Officer will seek additional relevant information from the complainant or other witnesses.
- Following completion of the informal resolution process, the Chief Student Services Officer will notify the complainant and respondent (if appropriate) of the outcome.
- Matters resolved through informal resolution often involve sanctions such as:
 - Service requirements
 - Restitution
 - Loss of privileges
 - Education requirements

Step 2:

Investigation

- If a formal resolution process is warranted, the Executive Director of Safety, Security and Facilities and/or Director of Student Success, or designee, will take the following steps:
 - Conduct a thorough investigation which includes the following:
 - Interview complainant, respondent, relevant witnesses, and College officials, if appropriate.
 - Review relevant documents including student records, disciplinary records, police reports, and audio and video recordings.
 - Review College policies and procedures.
 - After gathering all relevant information, meet with the respondent, share the information obtained, and provide respondent an opportunity to respond to the information.
 - If needed, conduct additional interviews, or gather additional information.
 - Complete an investigation report to submit to the Chief Student Services Officer or designee.

Step 3:

Findings & Sanctions

- Upon completion of the investigation and submission of the investigation report the Chief Student Services Officer will review the investigation report and evidence and make findings based on a preponderance of evidence standard (whether a violation is more likely than not).
- Based on the findings, the Chief Student Services Officer will determine appropriate sanctions, in conjunction with other college officials when appropriate.
- The respondent will be notified in writing, delivered by email, mail or in person, of the findings and disciplinary sanctions (Decision).
- The Chief Student Services Officer is given broad authority to determine sanctions, based on the best interest of the respondent, complainant, other individuals, and the College. Discipline may include one or more sanctions listed below. All Decisions regarding behavioral misconduct will be maintained by the College in accordance with state and federal law.



Sanctions for Behavioral Misconduct

The range of outcomes, consequences, and sanctions include, but are not limited to:

- *Verbal Reprimand* – Verbal notice to the student that his/her actions are inappropriate, and the individual must act more responsibly in the future.
- *Written Reprimand* - Written notice to the student that his/her actions are inappropriate, and the individual must act more responsibly in the future.
- *Corrective Action* – Required corrective action including, but not limited to, academic counseling, substance abuse screening, writing a letter of apology, etc.
- *Educational Program* – Enrolling in an educational program addressing the related issues. Referral to an off-campus education program may be recommended.
- *Loss of Privileges/Access* - Denial of specified privileges for a designated period of time such as a restriction from hosting visitors and/or guests in housing; prohibitions on entering a specified housing facility; restriction from college-sponsored extracurricular activities or work positions on campus; other restrictions, as approved by the Chief Student Services Officer or designee.
- *Restitution/Compensation*. Monetary penalties for loss, damage, or injury.
- *No Contact Directive*. Directive to avoid all contact with complainant or other individual including via in-person, email, cell phone, social media, or other electronic medium.
- *Mandated Housing Reassignment* – Immediate relocation of the respondent to another housing residence.
- *Probation* - Probation for a designated period of time. Additional disciplinary sanctions will be imposed if the student engages in behavioral misconduct during the probationary period.
- *Housing Probation* - Housing probation for a designated period of time. Additional disciplinary sanctions will be imposed if the student engages in behavioral misconduct during the probationary period.
- *Disciplinary Suspension* - Suspension results in separation from the College for a specific minimum period of time, after which the respondent is eligible to return, usually after meeting certain conditions. During the suspension period, the student is banned from property owned, leased, or controlled by the College, Foundation or Real Estate Foundation, including student housing and is banned from school-sponsored events and activities. The sanction may be enforced with a

trespass action as necessary. Students suspended for disciplinary reasons are not entitled to any refund of tuition or housing fees.

- *Housing Suspension* - Separation from the student housing area for a specific period of time, after which the student may be eligible to return. During the suspension period, the student is banned from student housing. The sanction may be enforced with a trespass action as necessary. Students suspended for disciplinary reasons are not entitled to any refund of housing fees.
- *Expulsion* - A permanent separation from the College. The student is banned from property owned, leased, or controlled by the College, Foundation or Real Estate Foundation, including student housing, and at College-sponsored events. This sanction may be enforced with a trespass action as necessary. Students that are expelled for disciplinary reasons are not entitled to any refund of tuition or housing fees.
- *Housing Expulsion* - Permanent removal of the student from student housing. The sanction will most likely result in a permanent ban from all student housing properties. Students dismissed from student housing for disciplinary reasons are not entitled to any refund of housing fees.
- *Academic Removal* - Removal of student from an academic course ("W" grade shown on transcript).
- *Confiscation of Prohibited Property* – Confiscation of illegal or prohibited items for specified period of time. Any controlled substances, including alcohol, will be discarded or turned over to law enforcement.

Step 4:

Seeking an Appeal

- Within five (5) business days of the date of the Decision, the respondent may request an appeal, in writing, on the following basis:
 - To consider new evidence, unavailable or not considered during the original investigation which may substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included with the appeal request.
 - A procedural or substantive error occurred that significantly impacted the outcome of the Decision. The specific error(s) alleged to have occurred must be identified in the appeal request.
 - The sanctions imposed are substantially outside the guidelines set by the College for this type of offense or the cumulative conduct record of the responding student.

- Written appeals based on new evidence should be submitted to the Chief Student Services Officer (appeal decision-maker)
- Written appeals based on procedural error or disproportionate sanctions should be submitted to the Chief Academic Officer (appeal decision-maker).
- If an appeal is not timely or warranted under these procedures, the Decision will be final.

Step 5:

Appeal

If an appeal is warranted, the appeal process shall commence within fifteen (15) business days after the written appeal request is received by the Chief Student Services Officer or Chief Academic Officer.

Appeal Based on New Evidence

Upon receipt of an appeal based on new evidence, the Chief Student Services Officer, or designee, shall:

- Notify the complainant and respondent
- Review the appeal to determine if the appeal is warranted.
- Notify the parties, in writing, whether the appeal is granted or denied and the basis for that decision.
 - If an appeal is warranted, review all new evidence submitted to determine if it substantially impacts the findings or sanctions in the original Decision.
 - If the new evidence substantially impacts a finding or sanction, conduct further investigation if necessary.
- Following review of all new information, the Chief Student Services Officer will take one of the following actions:
 - Affirm the Decision in whole
 - Affirm the Decision with modifications
 - Order further investigation
 - Reverse the Decision and dismiss the complaint
- A written record of the Appeal will be maintained by the College.

Appeals Based on Procedural Error or Disproportionate Sanctions

Upon receipt of an appeal based on procedural error or disproportionate sanctions, the Chief Academic Officer, or designee, shall:

- Notify the complainant and respondent
- Review the appeal to determine if the appeal is warranted.

- Notify the parties, in writing, whether the appeal is granted or denied and the basis for that decision.
 - If an appeal is warranted, begin the appeal process.
- The Chief Academic Officer shall consider only the written information submitted in the Appeal.
- Following review of all written information, the Chief Academic Officer will take one of the following actions:
 - Affirm the Decision in whole
 - Affirm the Decision with modifications
 - Order further investigation
 - Reverse the Decision and dismiss the complaint
- A written record of the Appeal will be maintained by the College.

Step 6:

Notification of Appeal Outcomes

The decision of the Chief Student Services Officer (for appeals on the basis of new evidence) or Chief Academic Officer (for appeals on the basis of a procedural error or disproportionate sanctions) is final.

Within two (2) business days following a decision, the decision-maker shall notify the parties, in writing, of the decision and implement any issued sanctions.

Family Educational Rights and Privacy Act.: Decisions with respect to disciplinary matters will be treated as confidential student records subject to the Family Educational Rights and Privacy Act.

Parental Notification

The College reserves the right to notify parents/guardians of dependent* students of violations of the Code. The College may also notify parents/guardians of all students who are under the age of 21 of drug and alcohol violations. (*A dependent is defined by FERPA as a student who is dependent for tax purposes.)

MISCONDUCT AND POSSIBLE SANCTIONS

The table below sets forth the general range of sanctions for student misconduct. Students should note that the College reserves the right to issue additional and/or different sanctions should individual circumstances warrant. In doing so, the College may consider factors including, but not limited to, prior violations, severity of conduct, effect of conduct on other students and staff, number of individuals affected, and opportunity for education, resolution, and restorative justice.



Behavioral Misconduct	Possible Sanctions
Abusive Acts	Written reprimand, Corrective action, Educational program, Probation, Housing probation, No contact directive, Disciplinary suspension, Housing suspension, expulsion, Housing expulsion
Bullying and cyberbullying	Verbal reprimand, Written reprimand, Educational program, Corrective action, Probation, Housing probation, Disciplinary suspension, Housing suspension, Expulsion, Housing expulsion
Damage to Property	Corrective action, Probation, Housing probation, Restitution/Compensation, Loss of privileges/access
Disruptive Behavior	Verbal reprimand, Written reprimand, Corrective action, Probation, Housing probation
Noncompliance with Policies and Procedures	Verbal reprimand, Written reprimand, Corrective action, Educational program, Loss of privileges/access, Probation, Housing probation
Harassment	Educational program, Probation, No Contact Directive, Housing Probation, Disciplinary suspension, Housing suspension, Expulsion, Housing expulsion
Sexual Harassment	Educational program, Probation, No Contact Directive, Housing Probation, Disciplinary suspension, Housing suspension, Expulsion, Housing expulsion
Sexual Misconduct	No Contact Directive, Expulsion, Housing Expulsion
Substance abuse - first offense	Written reprimand, Educational program, Probation, Housing Probation, Confiscation of prohibited property
Substance abuse - repeat offense	Educational program, Probation, Housing probation, Mandated housing reassignment, Disciplinary suspension, Housing suspension, Confiscation of prohibited property, Expulsion, Housing Expulsion
Theft	Probation, Housing probation, Restitution/Compensation, Loss of privileges/access, Disciplinary suspension, Housing suspension
Use of Prohibited Items	Verbal reprimand, Written reprimand, Restitution/Compensation, Loss of privileges/access, Probation, Housing probation
Weapons	Housing suspension, Housing expulsion, Confiscation of prohibited property, Probation, Housing probation, Suspension, Housing suspension, Expulsion, Housing expulsion, Confiscation of prohibited property

ACADEMIC MISCONDUCT

Students are expected to operate with Academic Integrity. The following issues are identified as Academic Misconduct and warrant formal sanctions:

- Plagiarism: Seeking to claim credit for the work or efforts of another without authorization or citation.
- Using unauthorized information, materials, or fabricated data in any academic exercise.
- Forging or falsifying academic documents or records or otherwise purposely furnishing false information to the College in connection with academic work.
- Intentionally impeding or damaging the academic work of others.
- Engaging in conduct aimed at making false representation of a student's academic performance.
- Cheating on an examination, including the unauthorized use of information, materials or aids, or use of unauthorized additional time (special needs accommodations require approval of instructor and Disability Support Services staff).
- Asking another student, verbally or in writing, to share information about the contents of an examination or assessment, without written permission from the instructor, specific to that examination or assessment.
- Submitting, without the explicit approval of the course instructor, work previously presented in another course.
- Violating course rules as contained in the course syllabus or other information provided to the student.
- Violating program policies, professional standards and/or regulations as established by a division or department and made available to students.
- Violating classroom or laboratory safety rules and policies.
- Assisting other students in any of these acts.

Academic Consequences and Sanctions

Academic Misconduct will be addressed by the procedure set forth below.

Notification of Incident and Instructor Investigation

If an instructor has reason to believe that a student has engaged in academic misconduct, the instructor will:

First Occurrence:

- Notify the student, in writing, of the alleged misconduct.
- Submit an [Academic Misconduct report](#) within five (5) days.
- Commence an investigation, if necessary.

Subsequent Occurrence:

- Notify the student, in writing, of the alleged misconduct and include the Academic Dean in the notification.
- Submit an [Academic Misconduct report](#) within five (5) days.
- Academic Dean, or designee, commence an investigation.

Step 2:

Investigation of Academic Misconduct:

- The student shall be afforded an opportunity to respond to the alleged misconduct, including providing relevant documentation or other evidence, and identifying relevant witnesses.
- Generally, an investigation will be completed within five (5) business days.


Step 3:

Investigation Findings and Sanction

First Occurrence:

- If the instructor determines that no academic misconduct occurred, the matter will be closed. The student will be notified in writing.
- If the instructor determines that academic misconduct occurred, the instructor and Academic Dean shall take one of the actions below.
 - Determine appropriate academic sanctions and notify the student, in writing, of the determination and sanctions (Decision), which may include any of the following:
 - Written reprimand
 - Required resubmission of the work to be graded on its merits
 - A lower grade on the particular assignment or test
 - A failing grade on the particular assignment or test
 - A lower grade in the course
 - A failing grade in the course

- The Academic Dean and Records Office must be included in the written notification to the student.
- If the instructor and Academic Dean determine that the above sanctions are inadequate, the Academic Dean will refer the matter to the Chief Academic Officer for elevated sanctions. In such case, the Academic Dean will notify the student, in writing, that the matter has been referred for elevated sanctions and include the Chief Academic Officer in the notification to the student. Elevated sanctions may include any of the following sanctions:
 - Removal of student from the course or program
 - Removal or suspension of the individual from student employment positions, athletic teams, student clubs, and/or other student-related activities
 - Place the student on Disciplinary Probation
 - Impose Disciplinary Suspension
 - Expel the student from the College
- The Chief Academic Officer will notify the student, in writing, of the determination and sanctions (Decision). The Academic Dean and Records Office must be included in written communication to the student.

- Place the student on Disciplinary Probation 
- Impose Disciplinary Suspension
- Expel the student from the College
- The Academic Dean or Chief Academic Officer shall notify the student, in writing, of the determination and sanctions (Decision). The Records Office must be included in the written communication to the student.

Two Academic Code violations may result in suspension from the College for a period of up to two (2) years. Prior to re-enrollment, the student will be required to meet with the Academic Dean and Chief Academic Officer or Chief Student Services Officer and satisfy other conditions of enrollment, if appropriate. Any further violations may result in permanent expulsion from the college.

Step 4:

Seeking an Appeal

- Students have five (5) business days from receipt of a written Decision to request an appeal, in writing, on the following basis:
 - To consider new evidence, unavailable or not considered during the original investigation, which could substantially impact the original findings or sanction. A summary of this new evidence and its potential impact must be included.
 - A procedural or substantive error which significantly impacted the outcome of the Decision.
 - The sanctions imposed are disproportionately outside the guidelines set by Southwest Tech for this type of offense or the cumulative conduct record of the responding student.

Written appeals of the instructor's Decision should be sent to the Academic Dean for review.

Written appeals of the Academic Dean and/or Chief Academic Officer's Decision should be:

- Submitted to the Chief Academic Officer if the written appeal is based on new evidence.
- Submitted to the Chief Student Services Officer if the written appeals based on procedural error or disproportionate sanctions

If an appeal is not timely or warranted under these procedures, the Decision will be final.

Subsequent Occurrence:

- If the Academic Dean determines that no academic misconduct occurred, the matter will be closed. The student will be notified in writing.
- If the Academic Dean determines that academic misconduct occurred, the Academic Dean and Chief Academic Officer shall determine the appropriate academic sanctions which may include any of the following:
 - Written reprimand
 - Required resubmission of the work to be graded on its merits
 - A lower grade on the particular assignment or test
 - A failing grade on the particular assignment or test
 - A lower grade in the course
 - A failing grade in the course
 - Removal of student from the course or program
 - Removal or suspension of the individual from student employment positions, athletic teams, student clubs, and/or other student-related activities

Step 5:

Appeal

- Generally, appeals will be conducted within fifteen (15) business days after receipt of a student's request, unless additional time is needed and approved by the Academic Dean, Chief Academic Officer, or Chief Student Services Officer.
- The appeal review is limited to the documentation presented in the written appeal.
- On review, the Academic Dean, Chief Academic Officer, or Chief Student Services Office will:
 - Review the appeal to determine if the appeal is warranted.
 - Notify the appellant, in writing, whether the appeal is granted or denied and the basis for that decision.
 - If not, notify the appellant, in writing, that for this reason, the Decision is affirmed.
 - If an appeal is warranted, review all new evidence submitted to determine if it substantially impacts the findings or sanctions in the original Decision.
 - If the new evidence substantially impacts a finding or sanction, conduct further investigation if necessary.
 - Notify the appellant, in writing, whether the Decision is affirmed, reversed, or modified.

The appeal Decision of the Academic Dean, Chief Academic Officer, or Chief Student Services Officer is final. The Academic Dean, Chief Academic Officer, or Chief Student Services Officer will notify the student of the appeal Decision, in writing, within two (2) business days following completion of the appeal review. The Records Office will be included in written communications to the student regarding appeal status and decision.

GRADE DISPUTE

Assignment, Project, and Test Grades

Students who wish to dispute a grade received during the semester, other than the final grade (e.g., grade on a test, essay, homework, performance, computer program project), may do so informally by discussing the matter with the instructor who issued the grade. However, the instructor's decision is final and may not be further appealed.

Final Grade Dispute

When a student disputes the final grade in a course, the student must use the following dispute procedures:

- Within thirty (30) business days from posting of the final grade, the student shall contact the instructor who issued the final grade and discuss the grade in question. If the student is unable to contact the instructor, he or she may seek assistance through the Academic Dean. The instructor shall provide a written response to the student within five (5) business days of discussing the grade with the student.
- If the student and instructor are not able to resolve the dispute and the student wishes to pursue the matter, he or she shall contact the Academic Dean, in writing, within ten (10) business days of the date of the instructor's decision. The Academic Dean, or designee, will work to attempt a resolution. The Academic Dean or designee shall provide a written response to the student within ten (10) business days of receipt of the request to resolve the dispute.
- If the dispute is not resolved by the Academic Dean, the student may make a written request to the Chief Academic Officer, or designee, within five (5) business days of the written response from the Academic Dean. If the request is not filed within the prescribed time, the student forfeits the right to any further appeal. The appeal letter must include the student's reasons for disputing the final grade.
- The Chief Academic Officer will respond to the student within ten (10) business days. This decision is final.

WRITTEN NOTICE

When written notice is required herein, such notice may be provided in any of the following ways:

- Email to a College-issued email account;
- Mail through the U.S. Postal Service; or
- Hand-delivery.

If notice cannot be effectuated using any of the methods set forth above, the College will utilize such other method that ensures actual notice to an individual. In any case, the method of notice utilized will be documented in the complaint record.

APPROVAL

This code of conduct was approved by Southwest Wisconsin Technical College's Executive Team on September 13, 2022.



STUDENTS' RIGHT TO KNOW

Southwest Tech is committed to maintaining a campus environment that supports and enhances student learning and achievement. The following information is provided to all staff and students to promote a safe campus environment:

- Affirmative Action Plan & Equal Opportunity Statement
- Annual Security & Fire Safety Reports
- Crime & Fire Logs
- Sexual Assault Information
- Alcohol & Drug Awareness Prevention Program
- Non-Discrimination & Grievance Procedures Policy
- Harassment Policy and Prevention
- Wisconsin Sex Offender Registry Web Site
- Preventing Events of Mass Campus Violence

The Wisconsin Legislature and the U.S. Congress have passed laws requiring colleges and universities to provide their students and staff detailed written information about these issues, including relevant state and federal laws and possible sanctions for their breach. The intent of these laws is to ensure that students and staff have complete information about the extent of a problem, the risks involved, the legal standards that have been adopted, and the offices and agencies in the community that can offer assistance.

Accommodations Statement

Reasonable accommodations for persons with disabilities will be made to ensure access to academic programs, services, and employment in accordance with Section 504 of the Rehabilitation Act of 1973 and the ADA Amendments Act of 2008 (ADAAA) standards. Applicants with disabilities who need accommodations to take the Health Education Systems, Inc. (HESI) entrance exam for Southwest Tech must contact the Testing Center (608- 822-2313) to schedule their testing appointment. Applicants requesting extended time, large print forms, audio versions, or a personal room for taking the Accuplacer or HESI because of a disability must provide documentation to support their request prior to scheduling a date for testing. Southwest Tech reviews accommodation requests case by case. All documentation submitted to the College is subject to the Family Educational Rights and Privacy Act of 1974 as amended. For more information, please contact Disability Services at 608-822-2632 or 1-800- 362-3322, ext. 2632; or email disabilityservices@swtc.edu; TDD/TTY 608.822.2072 (for the hearing impaired).

Equal Opportunity Statement

Statement of the Southwest Wisconsin Technical College District Board

The Southwest Wisconsin Technical College District Board has an established policy intended to bring about equal employment and educational opportunities within this institution. The district makes every attempt to stay in compliance with federal, state, and local antidiscrimination and affirmative action laws and executive orders, including Title VI and Title VII of the Civil Rights Act of 1964 as amended; Title IX of the Education Amendments of 1972, Sec. 38.23 statutes, Section 504 or the Federal Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Civil Rights Act of 1991, the Equal Pay Act of 1973, the Age Discrimination Acts of 1967 and 1975, the Civil Rights Restoration Act of 1987, the Wisconsin Fair Employment law, other appropriate laws and executive orders and/ or administrative directives and codes. The district has actively worked to promote and implement this policy, and it will continue to reinforce the concept that our educational institution is committed to providing equitable opportunities for all persons.

It is the district policy to maintain fair and impartial relations with employees and applicants for employment, and students and student applicants in any service, program, activity, course, or use of facilities on the basis of sex, age, race, color, creed, religion, national origin, disability, ancestry, political affiliation, marital status, pregnancy, sexual orientation, parental status, arrest record, conviction record, genetic testing, and the use and non-use of lawful products off the premises during nonworking hours, and membership in National Guard, State Defense Force, or other military forces of the United States, or on any other basis that is prohibited by law. Lack of English reading/speaking skills will not be a barrier to admission and participation in district programs.

Affirmative Action will be utilized to achieve a work force and student body that includes an appropriate balance of women, racial/ethnic groups, and persons with disabilities. All employment practices, opportunities, and personnel actions such as recruitment, promotions, compensation, benefits, transfers, layoffs, return from layoffs, communication of information, terminations, retention, certification, testing, committee assignments, institution sponsored training and education, tuition assistance, and social and recreation programs will be administered without regard to the factors noted. The district will provide reasonable



accommodation to employees for religious observances and practices.

The district will seek assurance from all contractors and suppliers of products and services that they do not discriminate. The district board also encourages the purchase of products and services from women, minority and disabled business owners.

The management staff share the Affirmative Action Program responsibility and performance standards including the Affirmative Action Plan. The College Equal Opportunity Officer, Krista Weber, is responsible for implementing, monitoring, and evaluating the District Equal Opportunity Policy and for coordinating the Affirmative Action Plan, and shall report directly to the president of the college. The Equal Opportunity Officer is also responsible for District compliance with the regulations of the Federal Rehabilitation Act of 1973 - Section 504, Title IX, and the development of activities that relate to gender equity.

Employees discriminating against students will be subject to discipline under appropriate Southwest Tech employment policies and, as applicable, collective bargaining agreements. Students discriminating against other students, staff, or nonemployees will be subject to discipline under procedures included in the Southwest Tech Student Handbook and Employees' and Students' Right to Know. The college will take necessary corrective action to remedy any instances when discrimination is determined to have occurred.

The Southwest Wisconsin Technical College District Board has an established procedure for resolving complaints relating to discrimination. Alleged acts of discrimination shall be filed directly with the District Affirmative Action Officer. Complaints must be filed within three hundred (300) calendar days from the date of the action causing the complaint. Reports of alleged acts of discrimination or inquiries concerning the equal opportunity policies of the District should be addressed to:

Krista Weber, Equal Opportunity Officer
Southwest Wisconsin Technical College
1800 Bronson Boulevard
Fennimore, WI 53809
608.822.2315
TDD 608.822.2072

Jason S. Wood, Ph.D.
President
March 1982
Revised, January 2016

Alcohol & Drug Awareness Prevention

The Drug-Free Schools and Communities Act Amendments of 1989 regulations require the College to distribute information annually, in writing, concerning the possession, use, or distribution of alcohol and illicit drugs at Southwest Tech. In addition to this information, the College provides related information on sanctions for violation of its policies, health risks of drugs and alcohol, and resources for assistance with illicit use and abuse of alcohol and drugs. The Drug & Alcohol Abuse Prevention Program contains information related to the health risks, resources available, and sanctions for alcohol and drug abuse. The information is located on the College Website at <https://www.swtc.edu/student-resources/policies-procedures/drug-free-schools>.

Complaint Process

Southwest Tech is committed to maintaining a campus environment that enhances and supports student learning and achievement. In fulfilling this commitment, the college is responsive to student complaints. However, in most cases students should first attempt to resolve issues through discussion with instructors and staff (when appropriate) and then the deans. There may also come a time when a student feels the need to address the issue at the next level.

All complaints must first be filed with Southwest Tech using the Southwest Tech Complaint Form located at <https://www.swtc.edu/student-resources/policies-procedures/complaints-process>.

Complaints Reviewed/Non-Discrimination. The Wisconsin Technical College System (WTCS) will only review complaints after students attempt to resolve the matter with Southwest Tech. WTCS will only review complaints at the state level in three categories as defined by the U.S. Department of Education:

- complaints that allege violations of Wisconsin consumer protection laws, including but not limited to false advertising
- complaints that allege violations of Wisconsin laws related to the licensure of post-secondary institutions
- complaints relating to the quality of education or other state or accreditation requirements

A student who reasonably believes that a violation has occurred in one or more of these categories may file a signed, written complaint at the state level on the official WTCS Student Complaint Form.

Harassment Policy

This policy is to provide an understanding and awareness



of what constitutes harassment, correct the problem behavior; prevent another occurrence of the problem; protect and provide support for the victim of the act; and take corrective action for problems related to harassment, intimidation or bullying. Harassment is a serious matter and any incident once reported will therefore be acted upon promptly and appropriately. However, it recognizes what is perceived as harassment, intimidation or bullying can involve a complex chain of events and interpretations of those events so each particular case needs to be dealt with on an individual basis.

The College is committed to providing a professional work and learning environment. This means the College will not tolerate harassment directed at or by an employee, student, customer, or vendor, whether sexual harassment or harassment because of his/her sex, race, color, national origin, age, ancestry, disability, sexual orientation, creed, use of statutory family/medical leave, or other legally protected characteristic.

Sexual Harassment is defined as unwelcome conduct of a sexual nature and constitutes sexual harassment if any of the following apply:

- Submission to such conduct is explicitly or implicitly made a term or condition of employment; or
- Submission to or rejection of such conduct affects decisions affecting employment; or
- Such conduct has the purpose or effect of creating a sexually hostile work environment.

The following are examples of unwelcome conduct which could violate this policy:

- Sexual advances or requests for sexual favors;
- Verbal conduct of a sexual nature, e.g., comments about an individual's body, physical attributes, sexual activities, etc.
- Displays of a sexual nature, e.g., calendars, photographs, magazines, etc.;
- Offensive sexual jokes.

Harassment, intimidation or bullying is defined as any gesture or written, verbal or physical act, or any use of electronic communication that

- is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or,
- by any other distinguishing characteristic; and
- a reasonable person should know, under the

circumstances, that the act(s) will have the effect of harming a student or damaging the student's property, or placing a student in reasonable fear of harm to his/her person or damage to his/her property; or

- has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the College

The College's policy is to provide an atmosphere free from discriminatory intimidation, ridicule, and insult based on sex, race, color, national origin, age, ancestry, disability, sexual orientation or characteristic protected by law. For example, unwelcome jokes concerning an individual's age, race or ethnicity are unacceptable.

Unprofessional conduct, rudeness or a lack of consideration are examples of conduct that is unlikely to constitute harassment. Similarly, supervisory criticism is not likely to constitute unlawful harassment.

If you believe you are being harassed you should promptly (**within 30 days**) report the conduct to your supervisor, any member of Administration and the Chief Human Resources Officer/Equal Opportunity Officer. Your complaint will be investigated promptly. The information you provide will be shared on a "need-to-know" basis.

In addition, employees who believe they are the subject of illegal harassment or discrimination may also file a complaint with the Equal Employment Opportunity Commission or the State of Wisconsin, Equal Rights Division. The deadline for filing a complaint is 300 days, which runs from the last date that unlawful harassment occurs. Please be aware, however, that filing a complaint with either of these agencies does not alleviate you from the responsibility of filing an internal complaint with the College.

If you are aware of another employee, student, customer or vendor, who, you believe is being harassed in violation of this policy please promptly (**within 30 days**) report your concerns as described in the immediately preceding paragraph. All employees, whether victims of harassment or not, are expected to bring violations of this policy to the attention of the College by informing one of the individuals described above.

Appropriate disciplinary action will be taken against any employee found to have violated this policy. Such discipline can range from termination of employment, suspension, demotion, pay cut, to warning. In the case of student, customer or vendor harassment, the College will act promptly to remedy the harassment and prevent



further occurrences.

There will be no retaliation against anyone who in good faith makes a report of a violation of this policy or who assists in the investigation of such a complaint. Any College employee who retaliates against another employee for making a complaint under this policy will be subject to dismissal.

Notice of Non-Discrimination

Southwest Wisconsin Technical College (SWTC) is committed to establishing and maintaining an environment free from all forms of discrimination including unlawful harassment. Discrimination includes conduct that adversely affects any aspect of an individual's College employment, education, or participation in activities or programs, or has the effect of denying equal privileges or treatment to an individual on the basis of one or more characteristics of that individual's protected status.

No student may be denied admission to, or participation in or the benefits of, or be discriminated against in any service, program, course or facility of the College on the basis of race, color, creed, religion, age, sex, sexual orientation, gender identity or expression, national origin, ancestry, disability, pregnancy, marital or parental status, or any other category protected by law.

No College employee may be discriminated against on the basis of race, color, creed, religion, age, sex, sexual orientation, gender identity or expression, national origin, ancestry, disability, pregnancy, marital or parental status, genetic information, arrest record, conviction record, military service, veteran status, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or participate in any communication about religious matters or political matters, or any other category protected by law.

See the full Non-Discrimination Policy on the College's website at <https://www.swtc.edu/about/policies>).

Compliance Officers for Discrimination Based on a Protected Class other than Sex:

- Employee Reports: Krista Weber, Chief Human Resources Officer
kweber@swtc.edu
(608) 822-2315
- Student Reports: Holly Clendenen, Chief Student Services Officer
hclendenen@swtc.edu
608-822- 2362

Compliance Officers for Discrimination Based on Sex:

- Employee Reports: Krista Weber, Chief Human Resources Officer
kweber@swtc.edu
(608) 822-2315
- Student Reports: Holly Clendenen, Chief Student Services Officer
hclendenen@swtc.edu
608-822- 2362
- Student Reports: Dan Imhoff, Executive Director of Facilities, Safety & Security dimhoff@swtc.edu
608-822-2401

Pregnant Students

Title IX prohibits discrimination in educational programs and activities on the basis of sex, which includes discrimination based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions. Southwest Tech will provide assistance to students who are pregnant or have a pregnancy-related condition in the same manner as students with other temporary medical conditions. Students seeking assistance under Title IX for pregnancy or pregnancy related conditions are required to contact Southwest Tech's Disability Services for help with planning for continued academic progress and locating resources available to all students by completing an online Pregnancy Adjustment Request Form found on the Southwest Tech website and submitting the required documentation of their pregnancy or pregnancy-related condition. Students may be required to obtain a letter from their health care provider certifying fitness as a condition for participating in certain educational programs only when such certification is required of students who experience other temporary medical conditions requiring the attention of a health care provider.

Southwest Tech will excuse medically necessary absences from programs for pregnancy and pregnancy-related conditions for as long a period of time as is deemed medically necessary by a student's health care provider. It is the student's responsibility to notify the instructor in advance in writing when practicable of any absence that is pregnancy-related, including prenatal appointments. A student seeking an extended absence shall provide thirty days advance notice to their instructor, when practicable. If a student's extended absence exceeds the date stated in their original required documentation, the student will need to provide a second letter from their health care provider stating the new beginning and ending dates and the medical necessity of the additional leave. A student seeking an extended absence is also encouraged to do the



following: work with their advisor to review their academic plans and revise as needed, work with their instructors to develop a plan to complete missed work, and consult with Financial Aid to address any questions regarding the terms of financial aid and scholarships. Although pregnancy itself is not a disability, pregnancy-related impairments may qualify as disabilities under the Americans with Disabilities Act (ADA). Students experiencing such impairments may contact the Southwest Tech's Disability Services to seek reasonable accommodations under the ADA.

Students with Temporary Disabilities

A temporary disability does not constitute a disability under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, unless its severity is such that it results in a substantial limitation of one or more major life activities for an extended period of time.

The issue of whether a temporary disability is substantial enough to be a disability must be resolved on a case-by-case basis, taking into consideration both the duration (and expected duration) of the disability and the extent to which it actually limits a major life activity of the affected individual.

However, Southwest Tech recognizes that individuals with temporary disabilities that are a result of injuries, surgery or short-term medical conditions may need assistance with access to services and resources. To receive accommodations for a temporary disability, a student will need to submit an online Accommodation Request Form (found on the Southwest Tech website) to Disability Services with appropriate current medical documentation that addresses the type of disability, severity, functional limitations affecting academic participation, and estimated duration of condition. Additional documentation may be requested to verify the need for continued services after the estimated duration of the condition has expired. Disability Services will work in collaboration with instructors on potential accommodations. Academic accommodations are approved on a case-by-case basis. SWTC may require a student who has a temporary disability to obtain a letter from their health care provider to certify fitness as a condition for participating in certain educational programs.



CAMPUS SAFETY AND SECURITY

One of Southwest Tech’s top priorities is the safety of students and staff. If you see something, say something! Tell us about your concerns or distressing behaviors you observed at

<https://www.swtc.edu/student-resources/policies-procedures/complaints-process>. This helps identify and prevent violent and personal tragedies. The campus is monitored by a video surveillance system. Southwest Tech prohibits all firearms or weapons of any type, concealed or unconcealed, in Southwest Tech owned or leased buildings.

We want to work together to identify and prevent violent and personal tragedies from occurring. A campus team is available to accurately identify and appropriately address early warning signs, but everyone must help by reporting their concerns so that the team can provide assistance quickly. Don’t ignore the signs of a problem, tell a Southwest Tech staff member or a trusted colleague; don’t worry alone, document your observations, ask for guidance.

The Behavior Intervention Team coordinates a response to reported student concerns. Team members respond quickly to referrals; however, if an immediate response is needed, contact the police.

What will the Behavioral Intervention Team do? They are trained to:

- Verify and document the information
- Assess the information and intervene, if necessary
- Evaluate the response to the intervention
- Follow-up to keep everyone informed

How to Help Someone in Crisis

Warning Signs - Chronic depression or mood swings, perception of injustice, isolating behavior, hostility, low self-esteem, excuses, blaming, strained relationships, reduced motivation, changes in health or hygiene, substance abuse, and frequent reference to violence. Violence as a Process - People don’t just “snap;” violence is an understandable and often recognizable process. As people move along the violence continuum, behaviors may indicate the need for assessment and intervention. Pre-violence is the time for intervention. Don’t wait. It is hard to tell when violence will occur; the behavior may be days or minutes before violent incident. Indicators of Violence Potential (Not a Profile)

- Poor impulse control
- Feels consistently wronged
- Obsession

- New kind of energy or tone
- Failure to recognize the feelings or rights of others
- Fascination with weapons and/or guns
- Verbal intimidation
- Vandalism or property damage
- Repeated loss of temper
- Physical disruption or fighting, stalking

What can you do if you observe signs of a person in crisis? Don’t ignore it. Remain calm. Actively listen and communicate understanding. Be respectful and patient. Set clear boundaries. Never make promises. Inform them of counseling available in Student Services, Campus Safety <https://www.swtc.edu/student-resources/campus-services/campus-security-safety> or, if an emergency, dial 911.

If the Worst Happens: Survival strategies in the event of an active threat

- Get out (**RUN**): Exit any way possible - leave the building
- (**HIDE**): find a place not visible to the shooter
- **Call 911** once it is safe
- If there’s no way out, (**FIGHT!**): Throw anything available at them. Their natural reaction will be to dodge the object, which will provide an opportunity to run.

On and Off Campus Resources

- Student Personal Counseling: 608.822.2357
- Local Law Enforcement (Urgent): Dial 911
- Unified Counseling: 800.362.5717
- 988 Suicide and Crisis Lifeline – The 988 Lifeline provides 24 hours a day, 7 day a week free and confidential support for people in distress, prevention, and crisis resources.

State of Wisconsin & Federal Legal Sanctions

Wisconsin. The Uniform Controlled Substances Act, Chapter 961 of the Wisconsin Statutes, regulates controlled substances and outlines specific penalties for the violation of the regulations. A first-time conviction for possession of a controlled substance can result in a sentence of up to one year in prison and a fine of up to \$5,000. Sec. 961.41(3g), Stats. A person convicted of manufacturing a controlled substance, delivering a controlled substance, or possessing a controlled substance with an intent to manufacture or deliver, can be imprisoned for up to 30 years and fined up to \$1,000,000. Secs. 961.41(1) and (1m), Stats. Penalties vary according to the type of drug involved, the amount of drug confiscated, the number of previous convictions, and the



presence of any aggravating factors. The distribution of a controlled substance to a minor can lead to the doubling of an authorized sentence term.

Sec. 961.46, Stats.

Wisconsin has formidable legal sanctions that restrict the use of alcohol in various situations. It is illegal to procure for, sell, dispense or give away alcohol to anyone who has not reached the legal drinking age of 21 years. Sec. 125.07(1)(a)(1), Stats. Every adult has a legal obligation to prevent the illegal consumption of alcohol on premises owned by the adult or under the adult's control. Sec. 125.07(1)(a)(3), Stats. A first-time violator of either of the above subsections can be fined up to \$500. It is against the law for an underage person to procure or attempt to procure an alcoholic beverage, to falsely represent his or her age for the purpose of obtaining alcohol, to enter premises licensed to sell alcohol, or to consume or possess alcohol on licensed premises. Sec. 125.07(4)(a), Stats. A first-time underage violator of Section 125.07(4)(b), Stats., can be fined up to \$500, ordered to participate in a supervised work program, and have their driver's license suspended.

Federal. Pursuant to federal law, the United States Sentencing Guidelines establish mandatory minimum penalties for categories of drug offenses and provide for penalty enhancements in specific cases. Under these federal guidelines, courts can sentence a person for up to 6 years for unlawful possession of a controlled substance, including the distribution of a small amount (less than 250 grams) of marijuana; a sentence of life imprisonment can result from a conviction of possession of a controlled substance that results in death or bodily injury; and, possession of more than 5 grams of cocaine can trigger an intent to distribute penalty of 10- 16 years in prison. [U.S.S.G.s.2D2.1 (b) (1)].

Copies of federal and state alcohol and drug laws are available in Southwest Tech's Affirmative Action Office (Human Resources).

Reporting of Student Convictions

Recipients of a Pell Grant or other forms of federal financial assistance must report to the Financial Aid Office in writing any conviction for a drug offense that occurred during the grant period. The report must occur within ten calendar days. The Drug-Free Workplace Act (1988) states in relevant part: "If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction in writing, within ten (10) calendar days of the conviction, to every grant officer or other designee, unless the federal agency designates a central point

for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant."

Wisconsin Sex Offender Registry

Web Site. In accordance with the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offenders Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, Southwest Wisconsin Technical College is providing a link to the Wisconsin Department of Corrections Sex Offender Registry.

This act requires that institutions of higher education issue a statement advising the campus community where law enforcement information provided by the state concerning registered sex offenders may be obtained. It also requires registered sex offenders in a state to provide notice to each institution of higher education in the state which the person is employed, carries a vocation, or is a student.

Registry information provided under this section shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers, or otherwise for the protection of the public in general, and children in particular. Unlawful use of the information for purposes of intimidating or harassing another is prohibited, and willful violation shall be punishable to the fullest extent of the law.

The Wisconsin Department of Corrections is responsible for maintaining this registry. Follow the link below to access the Wisconsin Department of Corrections Sex Offender Registry Website: <http://offender.doc.state.wi.us/public/>

Crime Awareness and Campus Security

Southwest Tech is dedicated to providing a safe and secure campus environment. In response to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 (Clery Act), the College provides complete information about security awareness, crime prevention, crime reporting, crime statistics, and other related policies. The Annual Campus Security & Fire Safety Report can be viewed at <https://www.swtc.edu/uploadedpdfs/about/Annual-Campus-Report-2022-final.pdf?2022-10>.

Campus Security Policy & Campus Crime Statistics The following information is being provided pursuant to the Clery Act:

1. *Reporting criminal activity and emergencies.* When a security problem or emergency arises, dial the



Campus Safety Team at extension 2097. Accidents, vandalism, and theft may also be reported to the Fennimore Police Department by calling 911. Emergency telephones are located outside Buildings 100, 400, 1500, and 1700 for use after school hours.

2. An *Incident Report* should be completed on all safety and security situations and emergencies. Reports are made through the Complaints Process located on the College’s website at <https://www.swtc.edu/student-resources/policies-procedures/complaints-process>.
3. The Campus Safety Team are responsible for *security and emergency situations* at Southwest Tech. If you have safety or security questions or concerns, please call the Campus Safety Team at 608-822-2097 or extension 2097 from an internal phone.
4. *Security and access to campus facilities*. Most campus buildings and facilities are accessible to members of the campus community, including guests and visitors, during normal business hours Monday through Friday and during limited Saturday hours when classes or programs are offered. All doors are locked and periodically checked at other times.
5. *Statement of current policies concerning campus law enforcement*. Southwest Tech cooperates with the Fennimore Police Department, which periodically patrols campus parking lots during the day and the entire campus at other times.
6. *How and when students and employees are informed about campus security procedures and practices*. Information is presented to new students during orientation sessions and to new employees during employee onboarding. Specific topics on personal security may be presented to students and employees during scheduled “lunch and learn” sessions, email messages, and text messages. The Emergence Response Plan is available on the Southwest Tech website.
7. *Programs that inform students and employees about crime prevention*. Orientations address the subject of crime prevention and are available to all students and new employees. In addition, all students and college employees receive a student/employee handbook.

8. SWTC Campus statistics on certain crimes for the most recent three school years for which data is available.

Reports:	2019	2020	2021
Murder/Non-negligent	0	0	0
Manslaughter	0	0	0
Negligent manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	1
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Hate Crimes	0	1	0

9. Statistics concerning the number of arrests for the following crimes occurring on campus for the most recent school year for which data is available.

Liquor law violations	2
Drug abuse violations	5
Weapons possessions	0

10. A *statement of policy regarding the possession, use, and sale of alcoholic beverages and enforcement of state underage drinking laws and a statement of policy regarding the possession, use, and sale of illegal drugs and enforcement of federal and state drug laws, and a description of any drug or alcohol abuse education programs*. Southwest Tech prohibits the unlawful manufacture, distribution, dispensing, possession, and use of controlled substances, including but not limited to alcohol, prescription drugs, and illicit drugs, on the Southwest Tech campus or other premises controlled by the college. Violations of this policy will result in appropriate progressive disciplinary action up to and including (a) expulsion of students in accordance with applicable civil, state, and federal law and in accordance with the Southwest Tech Student Code of Conduct, or (b) termination of employment from Southwest Tech in accordance with applicable civil, state, and federal law.



Southwest Wisconsin
TECHNICAL COLLEGE

1800 Bronson Boulevard, Fennimore, WI 53809
www.swtc.edu