

# STUDENT HANDBOOK

2021-2022



Southwest Wisconsin  
TECHNICAL COLLEGE

## TABLE OF CONTENTS

<b>Welcome</b> .....	2		
<b>Infectious Disease Reduction Effort</b> .....	3	Financial Aid Questionnaire .....	17
<b>Chargers Respect</b> .....	4	Other Information .....	17
<b>2021-2022 Academic Calendar</b> .....	5	Financial Aid Satisfactory	
<b>Southwest Tech Contacts</b> .....	6	Academic Progress Standards (SAP) .....	17
<b>Accreditation</b> .....	6	Financial Aid Appeal .....	18
<b>Southwest Tech Core Abilities</b> .....	7	Types Of Funds Available .....	19
<b>Campus Resources &amp; Services</b> .....	8	<b>Veterans/Military Benefits</b> .....	20
Adult Basic Education .....	8	Federal Programs .....	20
Bookstore .....	8	State Programs .....	20
Career Services.....	8	Students Called To Active Duty.....	21
Chargers Cupboard .....	8	<b>Tuition And Fees</b> .....	22
Charger Tech 360 .....	8	Deferred Payment of Tuition & Fees	
Charleys.....	9	(Agency Or Employer Funded) .....	23
Child Care Services .....	9	Refund Policy.....	23
Creative Elements Salon .....	9	Delinquent Accounts.....	23
Fitness Center .....	9	Returned Check Charge .....	24
Ged/Hsed .....	9	Student Billing .....	24
Housing .....	9	Textbook Return Policy .....	24
Karen R. Knox Learning Center .....	9	Textbook Buyback .....	24
Mental Health Counseling .....	10	<b>Student Records</b> .....	25
Student Services.....	10	Family Education Rights And Privacy Act (FERPA) ..	25
Advising.....	10	Directory Information .....	25
<b>Academics And Grading</b> .....	11	Disability Records .....	26
Attendance .....	11	<b>Campus Information, Policies &amp; Procedures</b> .....	27
Credit Loads .....	11	Campus Closures .....	27
Grades/Status .....	11	Parking And Traffic Regulations .....	27
Academic Probation & Denial Policy.....	11	Student Technology .....	27
Definition of Grades/Status .....	11	Charger Tech 360 Program .....	27
Grade Change Procedures .....	12	Smoking/Tobacco Products .....	28
Grade Reports & Grade Point Average .....	12	Soliciting .....	28
Graduation .....	12	Fundraising.....	28
Graduating With High Honors.....	12	Lost and Found.....	28
Dean’s List .....	12	Service Animal Policy .....	28
Job-Out.....	12	Internet Acceptable Use Policy .....	28
Repeat Courses .....	13	Text Messaging .....	29
Transcripts.....	13	Accident Insurance Coverage.....	29
Advanced Standing Credits .....	13	Bulletin Boards .....	29
Transcribed Credits.....	13	Student ID .....	29
Credit For Prior Learning.....	14	<b>Student Code of Conduct</b> .....	30
<b>Financial Aid</b> .....	15	<b>Students’ Right To Know</b> .....	41
Application Procedures .....	15	Equal Opportunity Statement.....	41
Consortium Agreements .....	15	Non-Discrimination Notice.....	42
Disbursement Guidelines.....	15	Accommodations Statement .....	42
Distribution Policy .....	16	Pregnant Students.....	42
Enrollment Changes/Date of Record .....	16	Students With Temporary Disabilities .....	43
Federal Repayment Policy .....	16	ATODA Services Provided Through SWTC.....	43
Ineligible Programs .....	17	Complaint Process.....	43
Online/ITV .....	17	Harassment Policy.....	43
Receiving Payment.....	17	<b>Campus Safety And Security</b> .....	45

## WELCOME

# We're Glad You Are Here!

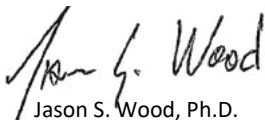
---



**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](http://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!

  
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.

## INFECTIOUS DISEASE REDUCTION EFFORT

Covid-19 and other infectious diseases and viruses are active in our local communities. While the College cannot guarantee that our campus is free of infectious disease, with everyone working together, we can reduce the risk transmitting these diseases within our College community.

The College has adopted a plan to reduce the risk of transmission of these diseases and viruses on campus. The rules are based on guidance and recommendations from a various sources including but not limited to the Center for Disease Control and public health authorities. The rules can be found on the College website [www.swtc.edu](http://www.swtc.edu) and are subject to change as conditions require. The rules can be found on the College website [www.swtc.edu](http://www.swtc.edu) and are subject to change as conditions require.

Southwest Tech currently requires that while on campus, all individuals wear a facial covering that is at least 2-ply, covers the mouth and nose, and fit snugly to the face. Bandannas and neck gaiters **are not** considered acceptable face coverings. We also recommend that individuals practice social distancing when possible. These rules are based on guidance from local and federal health experts.

The College expects all students, staff, and faculty will become familiar with the rules and comply with them as part of an overall effort to make our campus as safe as possible. We take the safety of our students, faculty, and staff seriously. Failure to comply with the rules may lead to disciplinary action up to and including exclusion from campus.

Questions about the rules should be directed to:

Dan Imhoff [dimhoff@swtc.edu](mailto:dimhoff@swtc.edu)

Holly Clendenen [hclendenen@swtc.edu](mailto:hclendenen@swtc.edu)

Brian Kitelinger [bkitelinger@swtc.edu](mailto:bkitelinger@swtc.edu)

## 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

## 2021-2022 ACADEMIC CALENDAR

### AUGUST

---

4 Book Vouchers Begins

### SEPTEMBER

---

1 Begin accepting applications for 2022-23  
6 Campus closed (Holiday)  
10 Book Vouchers end/Deadline to request  
Charger Tech 360 laptop  
23 1st Semester Disbursement of Grants/1st  
Half Disbursement of Federal Loans

### OCTOBER

---

4–8 Program Completion forms due  
10 End of first eight weeks  
13 No Classes  
21 2nd Half of Disbursement of Federal Loans;  
Golf Course Management 2nd Year Students:  
First Disbursement of Federal Loans

### NOVEMBER

---

4 Golf Course Management 2nd Year Students:  
Second Disbursement of Federal Loans  
8 Veteran Priority Registration  
9 Continuing Student Registration begins  
22 New Student Registration begins  
25–26 Campus closed (Holiday)

### DECEMBER

---

6 Waitlist Registration begins  
10 December Graduation Ceremony  
13 Grades/Course Assessments due  
15 Open Registration begins  
20 Spring Book Vouchers Begin

### WINTER BREAK

---

December 13- January 16 No classes  
December 24- January 2 Campus closed  
(Staff Winter Break)

### JANUARY

---

17 Spring semester begins  
23 Drop/Add period Ends

### FEBRUARY

---

11 Book Voucher ends/ Deadline to request  
Charger Tech 360 Laptop  
24 2nd Semester Disbursement of Grants/1st  
Half Disbursement of Federal Loans  
21–25 Program Completion forms due

### MARCH

---

1 Veteran Priority Registration  
2 Continuing Student Registration begins  
11 End of first eight weeks  
14–18 Spring Break–No classes  
24 2nd Half Disbursement of Federal Loans

### APRIL

---

14 No Classes  
15 Campus Closed (Holiday)  
18 No Classes  
18 New Student Registration begins

### MAY

---

16 Waitlist Registration begins  
21 Spring Graduation Ceremony  
23 Grades/Course Assessments due  
30 Campus closed (Holiday)

### JUNE

---

1 Summer semester begins  
16 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](http://www.swtc.edu)

RESOURCE	EMAIL	PHONE
Admissions	<a href="mailto:admissions@swtc.edu">admissions@swtc.edu</a>	608.822.2354
Bookstore	<a href="mailto:bookstore@swtc.edu">bookstore@swtc.edu</a>	608.822.2460
Business Office	<a href="mailto:businessoffice@swtc.edu">businessoffice@swtc.edu</a>	608.822.2660
Career Services	<a href="mailto:careerservices@swtc.edu">careerservices@swtc.edu</a>	608.822.2414
Child Care	<a href="mailto:childcare@swtc.edu">childcare@swtc.edu</a>	608.822.2453
Disability Services	<a href="mailto:disabiltyservices@swtc.edu">disabiltyservices@swtc.edu</a>	608.822.2632
Financial Aid	<a href="mailto:financial-aid@swtc.edu">financial-aid@swtc.edu</a>	608.822.2660
Foundation	<a href="mailto:foundation@swtc.edu">foundation@swtc.edu</a>	608.822.2362
Housing	<a href="mailto:housing@swtc.edu">housing@swtc.edu</a>	608.822.2366
Knox Learning Center	<a href="mailto:academicsuccess@swtc.edu">academicsuccess@swtc.edu</a>	608.822.2617
Library	<a href="mailto:library@swtc.edu">library@swtc.edu</a>	608.822.2337
Mental Health Counselor	<a href="mailto:gtrollop@swtc.edu">gtrollop@swtc.edu</a>	608.822.2357
Online Learning Assistant	<a href="mailto:online@swtc.edu">online@swtc.edu</a>	608.822.2302
Records	<a href="mailto:records@swtc.edu">records@swtc.edu</a>	608.822.2634
Student Life	<a href="mailto:studentlife@swtc.edu">studentlife@swtc.edu</a>	608.822.2450
Testing Center	<a href="mailto:testingcenter@swtc.edu">testingcenter@swtc.edu</a>	608.822.2313

## ACCREDITATION

Southwest Wisconsin Technical College is accredited by the [Higher Learning Commission \(hlcommission.org\)](http://hlcommission.org), a regional 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

### Accommodations for People with Disabilities

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. For more information, please contact Disability Services at 608-822-2632 or 1-800-362-3322, ext. 2632; or email [disabilityservices@swtc.edu](mailto:disabilityservices@swtc.edu); TDD/ TTY 608.822.2072 (for the hearing impaired).

### 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

### Bookstore

The Bookstore is open to the public and sells new and used textbooks as well as a wide variety of school supplies and apparel. The 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](http://www.swtc.edu/careerservices) for a full list of services and contact information.

### Chargers Cupboard

Southwest Tech has an internally supported food pantry, named Chargers Cupboard, which is located in the Knox Learning Center. All Southwest Tech students have access to the Chargers Cupboard. For more information on hours of operation and pick up procedures, students should email library services at [library@swtc.edu](mailto:library@swtc.edu). Donations are always appreciated from students, staff, or community members!

### Charger Tech 360

Southwest Tech is very excited to continue offering the use of personal laptops, necessary software, and services to eligible program students. The academic team led the project in close collaboration with Information Technology Services. The College received support from the Student Senate. Charger Tech 360 will provide 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 students are automatically enrolled in Charger Tech 360:

- Enrolled or accepted to the waitlist of a Financial Aid 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

### Programs that are not eligible include

- CNC Machine Operator/Programmer
- Laboratory Science Technician
- 720-Hour Law Enforcement Academy and 200-Hour Jail Academy

Please refer to the Tuition and Fees section on page 23 for information about Charger Tech 360 Fees.

## Charleys

Charleys 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. Charleys is open from 7Am-7Pm 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](http://www.swtc.edu/childcare)

## Creative Elements Salon

All services related to the Cosmetology program, including haircuts, hair coloring of all techniques, hair styling, nail services, 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 daily specials. You can order items online at <https://southwest-tech.square.site/> and pick up your meal or dine in at the café. Credit card, cash and Charger Bucks accepted.

## Fitness Center

The Fitness Center is equipped with weight machines, bikes, cross trainers, and treadmills. The aerobics room offers space to work out to the latest exercise videos/CDs. 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 & 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 140 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](http://www.swtc.edu/housing)

## Karen R. Knox Learning Center

The Karen R. Knox Learning Center is a great learning resource for many Southwest Tech students because of the personal attention offered by instructional staff and the creative teaching methods used there. The Learning Center is located in Building 300, Room 314. There are three main service areas located in the Learning Center:

- **Library Services:** The Southwest Tech Library, located in the Knox Learning Center, contains books, journals/magazines, audiovisual materials, online resources, study rooms, the Chargers Cupboard, and so much more. Southwest Tech students, instructors, and staff may check out materials from the Library. The public is also welcome. District residents who can present valid identification may receive a visitor's card and enjoy full library privileges. If a book, magazine article, or audiovisual is not available at Southwest Tech, the Library can request it from other sources at no charge. Reference assistance is available at the circulation desk, (608) 822-2336. Computer workstations, black/white and color printer/ scanner is also available. There is a nominal charge for copies that are charged to your student print account. A photocopying machine is available to students and staff at a minimal charge. You can access these services by emailing [library@swtc.edu](mailto:library@swtc.edu)
- **Academic Services:** Through Academic Services, you will have access to support and develop your skills so that you will be successful in college as well as your future career. Academic Services staff provides support through individual and group tutoring for students seeking assistance with math, reading, writing, study skills, time management, test taking, and content related to program courses. Academic Services also provides foundational instruction through preparatory

courses in math, reading, and writing. Students are welcome to visit [www.swtc.edu/academicservices](http://www.swtc.edu/academicservices) to schedule an appointment

- **Disability Services:** Southwest Wisconsin Technical College strives to make all experiences as accessible as possible. 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 by calling (608) 822-2632, emailing [disabilityservices@swtc.edu](mailto:disabilityservices@swtc.edu), or visiting [www.swtc.edu/disabilityservices](http://www.swtc.edu/disabilityservices)

### **Mental Health Counseling**

Southwest Tech provides individual and group counseling by a license counselor to assess, identify and meet students' needs. This includes intakes regarding personal, academic, career and crisis concerns, assessment/evaluations, referrals, aftercare planning, and emergency assistance. They may provide consultation services to students to manage psychological emergencies and disruptive behavior. All students are eligible for confidential, no cost counseling sessions. Go to [www.swtc.edu/student-resources/student-services/counseling-services](http://www.swtc.edu/student-resources/student-services/counseling-services) to schedule an appointment.

### **Student Services**

Student Services helps students toward their educational, vocational, personal, and social goals. Incoming or continuing students may receive assistance in many areas such as choice of appropriate program, selection of occupational goals, admission procedures, financial assistance, housing, scholarships, loans, work-study, veteran's assistance, student records, scholastic standing, eligibility for graduation, and job placement.

### **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 student is assigned a student success coach for individualized assistance. Each advisor can also provide referrals to appropriate services should the student and student

success coach recognize a need for in-depth counseling services. 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

## 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. Southwest Tech transcripts prior to the 2002 year will not be calculated into program cumulative GPA in determining 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:

- 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.
- The dean or designee will review the appeal and may request to meet with the student to gain further information.
- 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.
- 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](http://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.

Please Note: 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.

Students without a high school diploma, GED, HSED, or home-schooled diploma are not eligible for financial aid. Interested students without a diploma, GED, or HSED should 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](http://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](http://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:

- During the school year, grant awards are disbursed once each semester as indicated on student financial aid award 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.
- Federal Direct Subsidized and Unsubsidized Student Loans are disbursed twice each semester during the school year. The first disbursement is approximately 30 days after the start of the semester (provided all necessary paperwork is completed and on file), and the second disbursement is approximately 60 days after the start of the semester (again, providing all necessary paperwork is completed and on file). In order to be eligible for the second loan disbursement, a student must still be enrolled in at least six credits and making satisfactory progress in their coursework.
- Student federal work-study checks are disbursed bi-weekly by direct deposit during. Students must complete accurate time sheets for each pay period.

Some Southwest Tech programs have unique class schedules, with classes starting later in the semester. Disbursements of financial aid to students in these programs may follow a different schedule. Please see the Financial Aid Office for details.

Please remember the following disbursement restrictions:

- No funds are disbursed before a semester begins.
- Students must present a current form of photo ID.
- Students must present an attendance certification card at the time they pick up their checks. Students who are enrolled in only online classes will have academic progress checked by the financial aid office before disbursement will be made to the student.
- Students must be attending classes the week they pick up their checks.
- 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.

### 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

### 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 that 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. More- over, 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 that 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.

### Ineligible Programs

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

- Nursing Assistant, Nail Technician/Manicurist
- 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.

**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.**

## 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.

**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.

**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.

## 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](http://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:  
[dva.state.wi.us/](http://dva.state.wi.us/)

### **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, he or she is encouraged to work with his/her 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 his/her behalf. This may be done either in person, via fax, or through the mail.
- A formal withdrawal process must be initiated. The student or his/her representative may initiate the procedure on the student's 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. A waiver of out-of-state tuition is available to students who qualify. For further information about out-of-state tuition or its waiver, please contact Financial Aid.

### Fees

**Application Fee.** The application fee for the 21-22 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.

**Books and Supplies.** Book and supply costs are not included in tuition or any fees. Required textbooks are sold in the Southwest Tech Bookstore or may be purchased from any supplier available to students.

**Charger Tech 360.** For the 2021-2022 academic year, automatically enrolled students will receive a \$400 rebate each semester to off-set the \$400 technology fee. In the 2022-2023 academic year, all eligible automatically enrolled students will be charged the technology fee of \$400 each for the Fall & Spring terms. Summer terms will not receive the charge.

### Charger Tech 360 Published Student 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 – HP computer: \$50
- Power Adapter/Power cord – Apple computer: \$100
- TOTAL Administrative Fee: \$400

\* 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 [www.swtc.edu/transcripts](http://www.swtc.edu/transcripts). 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 paper work 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:** 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:** 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 % 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%

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. 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, lottery payments owed you by the Wisconsin Department of Revenue or Department of Administration.

## 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.

The Business Office may make a claim for the past due obligation with the Wisconsin Tax Intercept Program. 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 30 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.

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 student account after the tuition due date (see calendar).

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](http://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.

### Textbook Return Policy

Your receipt must accompany all refunds and/or exchanges. Please reference your web order number when initiating a return.

- Book returns must be initiated by first contacting [bookstore@swtc.edu](mailto:bookstore@swtc.edu) by August 21st.
- A 20% restocking fee will apply, provided that it is returned in the same condition (shrink wrapped, supplements included, etc.) as purchased.
- If the books are not requested to be returned by August 21st, the student will be advised to utilize our book buyback program.
- Purchases made after the first week of classes are subject to a 3-day return policy. A 20% restocking fee will apply.
- If a class is cancelled by Southwest Tech, the 20% restocking fee is waived. The book(s) must be returned within 7 days after the cancellation of the respective class.
- Books purchased with cash or check will be refunded by check and mailed to you. This normally takes two weeks.
- Books purchased with credit or debit card will have refund applied back to that card.
- Texts with publishing defects must be exchanged at the time it is discovered.
- Lab/supply kits are non-returnable. These include: nursing, midwifery, medical assistant, physical therapy assistant, cosmetology, nail tech, dental assistant, auto collision and plumbing apprenticeship.
- CPR books are not returnable, per the American Heart Association.

### Textbook Buyback

The Chargers Bookstore has partnered with a third-party to help students get cash back for their textbooks online. Please go to [www.swtcbookstore.com](http://www.swtcbookstore.com) to access the Southwest Tech Bookstore's Buyback Platform. Some things to keep in mind about our buyback platform:

- Please review the FAQ page on the Buyback Platform before engaging in our online buyback process.
- Our online buyback process features free shipping!
- Every effort is made to recycle textbooks; unfortunately, not all books are eligible for money back

## 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 that 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.



## CAMPUS INFORMATION, POLICIES & PROCEDURES

### 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 will either:

1. Close Completely. Campus facilities are closed, no virtual learning/remote work; or
2. Open Remotely. Campus facilities are closed and move to a virtual learning/remote work day.

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 scheduled 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.

### 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.

### 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!

### Charger Tech 360 Program

For the 2021-2022 academic year, all eligible students will receive a college issued laptop. Eligibility is defined as

- Minimum of 6 Program Credits
- Enrolled in a program that is eligible for Financial Aid
- Not on Academic Denial
- Good Financial Standing

All students will receive a rebate for the technology fee. Next year, the 2022-2023 academic year, all eligible students will be charged a technology fee of \$400 each semester. 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. Contact [chargertech360@swtc.edu](mailto:chargertech360@swtc.edu) with questions.

### Smoking/Tobacco Products

Tobacco use is only allowed in designated tobacco use areas on campus (this includes smoke- less tobacco). 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 by contacting via email. Fundraising on campus by outside organizations must receive pre-approval by the President's Office.

### 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.

### Service Animal Policy

It is the policy of the Southwest Tech that service animals assisting individuals with disabilities are generally permitted on the campus, including exterior and interior locations which are deemed appropriate in accordance with the provisions of this policy. In addition, reasonable accommodations will be made to allow qualified individuals with disabilities to perform the essential functions and/or to allow individuals with disabilities to participate in Southwest Tech educational programs, benefits and opportunities. Specific questions related to the use of service animals on Southwest Tech campus can be directed to Disability Services.

### Internet Acceptable Use 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:

- 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;
- Violation of federal, state, or local laws; institutional policies, rules or guidelines; or licensing agreements or contracts;
- Harassment of, threats to or defamation of others; creation of a hostile environment; stalking; and/or illegal discrimination;
- Widespread dissemination of unauthorized email messages (e.g., mass mailings, spam, email chain letters);
- Intentionally damaging, disrupting, or exposing ITS resources or data to unauthorized access or harm.
- 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 Limitations 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.

### Text Messaging

Students and staff are automatically loaded into SWTC's Emergency Management System for Emergencies/ Weather Alerts. Southwest 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>

### 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 [www.swtc.edu](http://www.swtc.edu) for more details.

### Bulletin Boards

Students should regularly check campus bulletin boards for important information and announcements. Notices are limited to student-related activities. Alcohol and tobacco cannot be advertised. All signs, flyers, posters, etc., not placed on bulletin boards will be removed. Instructors control what materials can be posted in classrooms.

### Student ID

New students should have their photos taken for a Southwest Tech Student Identification Card as soon as they register and pay their fees. Photos are taken in The Knox Learning Center. Students should print out a copy of their class schedule or have verification of their student ID number (available on MySWTC) and bring it with a government issued form of photo identification (driver's license, passport, etc.) to obtain their Student ID. The Southwest Tech Student ID card is required for many services on campus. Students may pay to have another Student ID issued if one is lost or damaged.

## 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 first by the Chief Student Services Officer, Executive Director of Safety, Security and Facilities, and/or Director of Public Safety and Advising, and matters involving academic misconduct will be addressed by the Chief Academic Officer. 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 owned, leased, or controlled by the College, Foundation or Real Estate Foundation, at College-sponsored activities and events, and in College housing. 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, 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.** Alteration 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), 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. **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).
  - d. Reports of sexual harassment under Title IX will be addressed under the College's Gender Discrimination and Sexual Misconduct (Title IX) policy at: [Gender-Discrimination-Sexual-Misconduct-Title-IX-Pending-Approval.pdf](#) (swtc.edu)
18. **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/uploadedpdfs/academic/Student-Handbook.pdf>) 2021-2022, 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.

19. **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; a nunchaku or any similar weapon; knives; a 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); and pepper spray 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.
  - 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.
20. **Brandishing object.** Displaying, showing, waving, or exhibiting any object in a manner which a reasonable person might find threatening.
21. **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.
22. **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.
23. **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.

24. **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.
25. **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.
26. **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 or pulling a fire alarm) 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 immediate



supervisor of the disruptive activity, and the instructor and Academic Program 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 is strongly encouraged to document the meeting and all other activity. When a student is denied access to the classroom due to behavioral misconduct, the related Academic Program Dean and Chief Academic Officer will be notified within three (3) 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 9-911(from a college phone) or 911 from a mobile device and then call the Executive Director of Facilities, Safety and Security. **A Behavioral Intervention Team ticket MUST be submitted if a faculty or staff members 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 on the college website or reported directly to the Chief Student Services Officer. 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 Gender Discrimination and Sexual Misconduct (Title IX) policy at: [Gender-Discrimination-Sexual-Misconduct-Title-IX-Pending-Approval.pdf \(swtc.edu\)](#) 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 circumstances warrants, the Chief Student Services Officer, Executive Director of Facilities, Safety, & Security, Director of Public Safety & Advising, Vice President of Administrative Services, Chief Human Resources Officer, 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 and complainant 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: Notification & Investigation

- If a formal resolution process is warranted, the Executive Director of Safety, Security and Facilities, and/or Director of Public Safety and Advising 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.

## Step 3: Findings & Sanctions

- Upon completion of the investigation, the Chief Student Services Officer will review the 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:

1. **Verbal reprimand.** Verbal notice to the student that his/her actions are inappropriate and the individual must act more responsibly in the future.
2. **Written reprimand.** Written notice to the student that his/her actions are inappropriate and the individual must act more responsibly in the future.
3. **Corrective Action.** Required corrective action including, but not limited to, academic counseling, substance abuse screening, writing a letter of apology, etc.
4. **Educational program.** Enrolling in an educational program addressing the related issues. Referral to an off-campus education program may be recommended.
5. **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.
6. **Restitution/Compensation.** Monetary penalties for loss, damage, or injury.
7. **No Contact Directive.** Directive to avoid all contact with complainant or other individual including via in-person, email, cellphone, social media, or other electronic medium.
8. **Mandated Housing Reassignment.** Immediate relocation of the respondent to another housing residence.
9. **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.

10. **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.
11. **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.
12. **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.
13. **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.
14. **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.
15. **Academic Removal.** Removal of student from an academic course ("W" grade shown on transcript).
16. **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.
- Written appeals based on procedural error or disproportionate sanctions should be submitted to the Chief Academic Officer
- If an appeal is not timely or warranted under these procedures, the Decision will be final.

#### 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 or respondent when appropriate under the law.
- 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 an appeal is warranted, review all new evidence submitted to determine if it substantially impacts the findings or sanctions in the original Decision.
- If not, notify the appellant, in writing, that for this reason, the Decision is affirmed.
- 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.



**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 or respondent when appropriate under the law.
- 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 an appeal is warranted, convene an Appeals Panel.

**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.

**See Appeals Panel Guiding principles for further details.**

**Step 6: Notification of Appeal Outcomes**

- The decision of the Chief Student Services Officer (for appeals on the basis of new evidence) or Appeals Panel (for appeals on the basis of a procedural error or disproportionate sanctions) is final.
- Within two (2) business days following a decision by the Chief Student Services Officer or Appeals Panel, the Chief Student Services Officer shall notify the appellant, in writing, of the decision and implement any issued sanctions.

Note: 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, and may do so for drug and alcohol violations. 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.

<b>Behavioral Misconduct</b>	<b>Possible Sanctions</b>
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
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:

1. Seeking to claim credit for the work or efforts of another without authorization or citation.
2. Using unauthorized information, materials, or fabricated data in any academic exercise.
3. Forging or falsifying academic documents or records or otherwise purposely furnishing false information to the College in connection with academic work.
4. Intentionally impeding or damaging the academic work of others.
5. Engaging in conduct aimed at making false representation of a student's academic performance.
6. 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).
7. 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.
8. Submitting, without the explicit approval of the course instructor, work previously presented in another course.
9. Violating course rules as contained in the course syllabus or other information provided to the student.
10. Violating program policies, professional standards and/or regulations as established by a division or department and made available to students.
11. Assisting other students in any of these acts.

### Academic Consequences and Sanctions

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

#### Step 1: Notification of Incident and Instructor Investigation

If an instructor suspects that a student has engaged in academic misconduct, the instructor will:

- Notify the Academic Division Dean.
- Notify, in writing, the student alleged to have engaged in the conduct.
- Commence an investigation.

#### 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 2: Instructor Findings and Sanction

- If the instructor determines that no academic misconduct occurred, the matter will be considered concluded.
- If the instructor determines that academic misconduct occurred, the instructor and Academic Program Dean shall take one of the actions below.
  1. Determine appropriate academic sanctions and notify the student, in writing, of the determination and sanctions (Decision), which may include any of the following:
    - Documented verbal reprimand
    - Written reprimand
    - Removal of student from course
    - 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

-OR-

3. If the instructor determines that the above sanctions are inadequate, the instructor will refer the matter to the Academic Division Dean for elevated sanctions. In such case, the Academic Program Dean will notify the student, in writing, that the matter has been referred for elevated sanctions.

### Step 3: Elevated Sanctions

- Upon referral of academic misconduct for elevated sanctions and review of the instructor's Decision, the Academic Division Dean may impose additional sanctions, including any of the following:
- Removal of the student from the course in progress (optional: ("W" grade shown on transcript))
- Removal of the individual from student worker positions, athletic teams, or other student-related activities
- Place the student on Disciplinary Probation
- Impose Disciplinary Suspension
- Expel the student from the College
- The Academic Division Dean will notify the student, in writing, of all sanctions issued.
- Two Academic Code violations (including classroom sanctions in Step 2 and elevated Sanctions in Step 3) may result in suspension from Southwest Tech for a period of two (2) years. Prior to re-enrollment, the student will be required to meet with the Academic Division Dean and satisfy other conditions of enrollment, if appropriate. Any further violations may result in permanent expulsion from the college.

### Step 4: Appeal

- Students have three (3) business days from receipt of a written Decision from the instructor or Academic Program Dean to request an appeal.
- The appeal must be in writing, directed to the instructor (if sanctions were issued by instructor) or Academic Program Dean (if elevated sanctions were issued) and provide information that supports an appeal for one of the following reasons:
- 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 occurred that 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.

- All appeals shall be referred to the Chief Academic Officer to determine if the appeal is timely and meets the criteria above. If the matter is not eligible for appeal, the original finding and sanctions will be final.
- If the appeal meets all required criteria, the Chief Academic Officer may review the appeal or refer the appeal to an Appeals Panel.
- The Chief Academic Officer will notify the student, in writing, whether the appeal was granted and how it will be reviewed.

### 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 Chief Academic Officer.
- The appeal review is limited to the documentation presented in the written appeal.
- On review, the Appeals Panel or Chief Academic Officer will prepare a report with findings and make a determination to do one of the following:
- Affirm the Decision in whole
- Affirm the Decision with modifications
- Reverse the Decision and dismiss the complaint
- Reverse the Decision and order further investigation

**See Appeals Panel Guiding principles for further details.**

### Step 6: Notification of Appeal Outcome

- The decision of the Appeals Panel or Chief Academic Officer is final. The Chief Academic Officer will implement the final decision. The Chief Academic Officer will notify the student of the decision, in writing, within two (2) business days following completion of the appeal.

## 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 believes that the final grade he/she has received in a course is inaccurate or unjustified, the student must use the following dispute procedures:

1. 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 Program Dean. The instructor shall provide a written response to the student within five (5) business days of discussing the grade with the student.
2. 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 Program Dean in writing within ten (10) business days of the date of the instructor's decision. The Academic Program Dean, or designee, will work to attempt a resolution. The Academic Program 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.
3. If the dispute is not resolved by the Academic Program 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 Program 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.
4. The Chief Academic Officer will respond to the student within ten (10) business days. This decision is final.

## Appeals

### Appeals Panel Composition

- The Chief Academic Officer will select a three-member Appeals Panel from a pool of individuals which includes faculty, staff, and students who have completed DL Stafford training as a Campus Safety Authority. If the Chief Academic Officer was involved in academic misconduct sanctions under appeal than the Chief Student Services Officer will select the Appeals Panel.
- One member of the Appeals Panel will serve as the chairperson.
- Eligibility of Appeals Panel Members
- Individuals (other than students) are eligible to serve on the Appeals Panel if they meet the following criteria:
  - The individual received training on appeal procedures.
  - The individual was not involved in any part of the complaint process.
- Students may serve on an Appeals Panel if they meet the following criteria:
  - The student is in good academic standing and have completed at least 15 credits with a cumulative GPA of 2.0.
  - The student is not under investigation for misconduct under any policy of the College.
  - The student has not received disciplinary sanctions for misconduct under any policy of the College during any period of enrollment.
  - The President has final authority to approve all members of an Appeals Panel.

### Appeals Panel Process and Guiding Principles

- The Appeals Panel (Panel) conducts administrative reviews, not hearings or other legal proceedings. The Panel will review only information relevant to the reason for the appeal and give appropriate deference to the Decision. The Chief Student Services Officer may not participate in the appeal of behavioral misconduct sanctions.
- The appellant shall have the opportunity to provide the Panel written information relevant to procedural error or disproportionate sanctions.

## **The Appeals Meeting**

- Prior to the meeting, the Panel shall be provided with the following:
  - Decision including evidence
  - Request for appeal
  - Student Code of Conduct
  - Any applicable College policies
  - Guidelines for Sanctions
  - Written information relevant to procedural error or disproportionate sanctions provided by the appellant.
- The Panel will meet in closed session to decide the appeal. The chairperson will lead the meeting. A member of the panel will be assigned by the chairperson to keep a written record of the meeting.
- Participants at the meeting will include:
  - The Chief Academic Officer in a non-voting capacity to advise the Panel on the process. If the Chief Academic Officer was involved in academic misconduct sanctions under appeal then the Chief Student Services Officer will participate in a non-voting capacity to advise the Panel on the process.
  - 3 (three) Panel members
  - The College attorney in a non-voting capacity to advise the Panel on legal issues
- The Panel will consider only the written information submitted to the Panel and may not consider information based on personal knowledge of any member of the Panel.
- Following review of all written information, the Panel will deliberate and decide, by majority vote, to take one of the following actions:
  - Affirm the Decision in whole
  - Affirm the Decision with modifications
  - Reverse the Decision and dismiss the complaint
  - Reverse the Decision and order further investigation
  - A written record of the appeals meeting will be maintained by the College

## **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
- 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 14, 2021.



## 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 Campus Security Reports
- Sexual Assault Information
- 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 insure 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.

### 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

### **Non-Discrimination Notice**

Southwest Tech does not discriminate on the basis of race, color, national origin, sex, disability, age, gender identity, religion, or sexual orientation in its programs and activities. The Equal Opportunity/Affirmative Action Officer has been designated to handle inquiries regarding non-discrimination policies. Call 800.362.3322, Ext. 2315 (TDD: 608-822-2072) or write Southwest Tech, 1800 Bronson Blvd., Fennimore, WI 53809.

### **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](mailto:disabilityservices@swtc.edu); TDD/ TTY 608.822.2072 (for the hearing impaired).

### **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 Office of 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 the Office of 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 Office of 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.

### ATODA Services Provided Through SWTC

Southwest Tech recognizes that problems of a personal nature can adversely affect student and employee performance. The college is vitally interested in retaining students and employees who have or develop personal problems and can be helped to maintain or regain effectiveness.

**Student Assistance.** Students who are concerned about their own use of alcohol or other drugs, or about the use by someone close to them, are encouraged to contact the ATODA counselor located in Student

Services, ext. 2357, for more information and/or assessment and referral, as appropriate.

### 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 [www.swtc.edu/complaints](http://www.swtc.edu/complaints).

**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 that what is perceived as harassment, intimidation or bullying can involve a complex chain of events and interpretations of those events so that each particular case needs to be dealt with on an individual basis. The college is committed to

providing a professional work environment. This means that 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 characteristics.

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 director of human resources/equal opportunity officer. Your complaint will be investigated promptly. The information you provide will be confidential and only shared with those involved in the investigation. 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 a warning. In the case of a 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.

## CAMPUS SAFETY AND SECURITY

One of our top priorities is the safety of our students and staff. **If you see something, say something!** Tell us about concerns or distressing behaviors you observed. 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
- Talking or writing about committing acts of violence
- 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

### 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)(bs), 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 de- signee, 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 to 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 Act**

Southwest Tech is dedicated to providing a safe and secure campus environment. In response to the Crime Awareness and Campus Security Act of 1990, the College provides complete information about security awareness, crime prevention, crime reporting, crime statistics, and other related policies.

### **Campus Security Policy & Campus Crime Statistics**

The following information is being provided pursuant to the Crime Awareness and Campus Security Act of 1990:

1. Reporting criminal activity and emergencies. When a security problem or emergency arises, contact the college receptionist in Building 400 or dial "0." 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. A Security Incident Report should be completed on all security situations and emergencies. Report forms are available from Student Services or the Maintenance Department in Building 400.
3. Maintenance and Student Services are responsible for security and emergency situations at Southwest Tech. If you have safety or security questions or concerns, please contact the director of facilities at Ext. 2401.
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 orientation. Specific topics on personal security may be presented to students and employees during scheduled “lunch and learn” sessions, email messages and text messages. The Emergency 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.

<b>Reports:</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
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	3	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Hate Crimes	0	0	0

9. Policy concerning monitoring and recording through local police agencies of criminal activity at off-campus student organizations whose participants are students of the institution. Southwest Tech currently has no off-campus student organizations recognized by the institution.
10. 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 1
  - Drug abuse violations 0
  - Weapons possessions 0
11. 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 Standard Code of Conduct, and (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](http://www.swtc.edu)