


## Group Dynamics and Multiple Offender Program ATTENDANCE, CONDUCT, and REFUND POLICY

Requirements for this course are based on Wisconsin State Statute. Failure to comply with these guidelines will result in you being reported as non-compliant to the WI Department of Transportation (WI DOT) and an indefinite suspension of your driving privileges. Please take the time to read and fully understand the entire policy.

### ATTENDANCE:

1. Students must attend all class sessions and an exit interview in order to satisfactorily complete the requirements of your Order of Assessment and Driver Safety Plan Report.
2. If the student fails to attend any of the class sessions, the student will be put in non-compliance with the WI DOT, unless an excused absence is accepted by the Public Safety supervisor's office **PRIOR** to missing the class session.
  - a. The only 'excusable' absences are illness, hospitalization, death in the immediate family, or a documented work emergency. A student must submit their absence request in writing prior to the missed class and show written proof of the excuse from a doctor, a death announcement, or documented work emergency on company letterhead signed by an immediate Supervisor. Submission of the 'excusable' absence request does not mean the absence will be approved. **Approval or denial of an 'excusable' absence request is determined by the Public Safety Supervisor and in accordance with Wisconsin State Statute.** If the 'excusable' absence request is denied, you must re-enroll and re-pay the entire course fee again to be accepted into another class.
  - b. Anyone found to have falsified documentation related to an excused absence will be removed from the class, they may **NOT** receive a refund and may face disciplinary action up to being banned from taking **ANY** further Traffic Safety classes with Southwest Tech.
  - c. Even if 'excusable', no student absence will be allowed for classes which meets for more than **THREE** hours.
  - d. Even if 'excusable', no student is allowed to miss the **FIRST** class session and continue in the class.
3. Student must be on time for class. Only one tardy (*less than 20 minutes*) is permitted. If the student is tardy by more than 20 minutes or the student is tardy more than once, the student will be reported to the WI DOT as non-compliant and must re-enroll and re-pay the entire course fee again to be accepted into another class.
4.  Multiple Offender Program: According to Wisconsin State Statute, each student is required to bring a concerned other to two designated class sessions and participate in order to be eligible for successful completion of the course. The instructor will discuss this on the first day of class.

(Policy continued on Page 2)...

## CONDUCT and COURSE CURRICULUM:

1. Students attending the class under the influence of alcohol or drugs will automatically fail the class.
2. Students may be disqualified from class should they reflect the idea (attitude) to the Instructor or other students that the course is not worth the time.
3. Students are not allowed to use electronic devices in the classroom, unless directed to do so by the instructor.
4. Students must respect the confidentiality of others in the class. Students shall not use names or private information outside of the classroom.
5. Students must complete all assignments and/or class requirements and submit to the Instructor prior to the last class session in order to be considered for satisfactory completion of the course. Failure to do so will result in non-compliance and will be reported to the WI DOT.

## REFUNDS:

1. Refunds for the cost of the course are only made for the following reasons:
  - a. If a student drops themselves from the class online or makes a written request to be dropped from the class prior to the first scheduled class session and we receive a modified Order for Assessment and Driver Safety Plan Report from the Student's Assessor.
  - b. If a student requests to be transferred to another Driver Safety Plan Provider prior to the first scheduled class session and we receive a modified Order for Assessment and Driver Safety Plan Report from the Student's Assessor.

***If you have attendance related questions, please feel free to contact our office.***

### Public Safety Contact Information:

Ken Straka, Administrative Assistant: (608) 822-2709  
Haylee Freymiller, Administrative Assistant: (608) 822-2700  
Kris Wubben, Public Safety Supervisor: (608) 822-2706

E-mail: [publicsafety@swtc.edu](mailto:publicsafety@swtc.edu) or Enrollment: [www.swtc.edu/group](http://www.swtc.edu/group) or [www.swtc.edu/mop](http://www.swtc.edu/mop)

*Note: Attendance requirements are in compliance with the Wisconsin Department of Transportation, Trans 106  
REV: March 2015*

**Student Print Full Name:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_