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Welcome. We’re Glad You Are Here!

Welcome to Southwest Tech! We are grateful you are a student at our college. You will notice that we are a friendly college and we strive to help every single student. As we get to know you, please ask us about our programs, services, and opportunities for students. You may also find answers to your questions at our website www.swtc.edu. We have found that students who attend and participate in class are most likely to be successful. The faculty strive to make the learning environment very similar to what you will find in the real world. In our classes, you will get individual attention and hands-on experience. The more you participate in class, the more you will enjoy learning as you prepare for a career. We also strive to help you learn and develop outside of the classroom. In the Knox Learning Center you will find tutors, library services, computers, 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 student success coaches 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.
## 2018-2019 ACADEMIC CALENDAR

### August
- **6** - Book vouchers begin
- **16-18** - Welcome Days
- **20** - Fall semester begins for all students
- **20-26** - Drop/Add period

### September
- **1** - Begin accepting applications for 2019-20
- **3** - Campus closed (holiday)
- **6** - All school picnic
- **27** - 1st Semester disbursement of grants/1st half disbursement of federal loans

### October
- **1-5** - Program completion forms due
- **17** - No classes (open house)
- **12** - End of first eight weeks
- **25** - 2nd Semester disbursement of grants/2nd half disbursement of federal loans

### November
- **12** - Veteran priority registration
- **13** - Continuing student registration begins
- **22-23** - Campus closed (holiday)
- **28** - New student registration begins

### December
- **3** – Waitlist registration begins
- **14** - December graduation ceremony
- **17** – Grades/course assessments due

### Winter Break
- **December 17 - January 13** - No classes

### January
- **1** - Campus closed (holiday)
- **14** - Spring semester begins
- **14-20** - Drop/Add period

### February
- **21** - 2nd Semester disbursement of grants/1st half disbursement of federal loans
- **25** – March 1 – Program completion forms due

### March
- **4** - Veteran priority registration
- **5** - Continuing student registration begins
- **8** - End of first eight weeks
- **11-15** - Spring Break – no classes
- **28** - 2nd Half disbursement of federal loans

### April
- **1** - New student registration begins
- **19** – Campus closed (holiday)
- **22** – No classes

### May
- **8** - All school picnic
- **13** - Waitlist registration begins
- **18** - Spring Graduation Ceremony
- **20** – Grades/course assessments due
- **27** - Campus closed (holiday)

### June
- **3** - Summer semester 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

<table>
<thead>
<tr>
<th>RESOURCE</th>
<th>EMAIL</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions</td>
<td><a href="mailto:admissions@swtc.edu">admissions@swtc.edu</a></td>
<td>608.822.2354</td>
</tr>
<tr>
<td>Bookstore</td>
<td><a href="mailto:bookstore@swtc.edu">bookstore@swtc.edu</a></td>
<td>608.822.2460</td>
</tr>
<tr>
<td>Business Office</td>
<td><a href="mailto:businessoffice@swtc.edu">businessoffice@swtc.edu</a></td>
<td>608.822.2660</td>
</tr>
<tr>
<td>Career Connections Center</td>
<td><a href="mailto:careerconnections@swtc.edu">careerconnections@swtc.edu</a></td>
<td>608.822.2414</td>
</tr>
<tr>
<td>Child Care</td>
<td><a href="mailto:childcare@swtc.edu">childcare@swtc.edu</a></td>
<td>608.822.2453</td>
</tr>
<tr>
<td>Creative Elements Salon</td>
<td></td>
<td>608.822.2779</td>
</tr>
<tr>
<td>Disabilities Services</td>
<td><a href="mailto:accom@swtc.edu">accom@swtc.edu</a></td>
<td>608.822.2632</td>
</tr>
<tr>
<td>Financial Aid</td>
<td><a href="mailto:financial-aid@swtc.edu">financial-aid@swtc.edu</a></td>
<td>608.822.2660</td>
</tr>
<tr>
<td>Foundation</td>
<td><a href="mailto:foundation@swtc.edu">foundation@swtc.edu</a></td>
<td>608.822.2362</td>
</tr>
<tr>
<td>Housing</td>
<td><a href="mailto:housing@swtc.edu">housing@swtc.edu</a></td>
<td>608.822.2366</td>
</tr>
<tr>
<td>Knox Learning Center</td>
<td><a href="mailto:academicsuccess@swtc.edu">academicsuccess@swtc.edu</a></td>
<td>608.822.2617</td>
</tr>
<tr>
<td>Library</td>
<td><a href="mailto:library@swtc.edu">library@swtc.edu</a></td>
<td>608.822.2337</td>
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<tr>
<td>Mental Health Counselor</td>
<td><a href="mailto:gtrollop@swtc.edu">gtrollop@swtc.edu</a></td>
<td>608.822.2357</td>
</tr>
<tr>
<td>Online Learning Assistant</td>
<td><a href="mailto:online@swtc.edu">online@swtc.edu</a></td>
<td>608.822.2302</td>
</tr>
<tr>
<td>Records</td>
<td><a href="mailto:records@swtc.edu">records@swtc.edu</a></td>
<td>608.822.2634</td>
</tr>
<tr>
<td>Student Life</td>
<td><a href="mailto:studentlife@swtc.edu">studentlife@swtc.edu</a></td>
<td>608.822.2450</td>
</tr>
<tr>
<td>Testing Center</td>
<td><a href="mailto:testingcenter@swtc.edu">testingcenter@swtc.edu</a></td>
<td>608.822.2313</td>
</tr>
</tbody>
</table>

Accreditation
All programs that Southwest Tech offers have been approved by the Wisconsin Technical College System Board, and the college has been accredited to grant an associate degree of applied science and technical diplomas and certificates. Southwest Tech is accredited by The Higher Learning Commission and is a member of the North Central Association of Colleges and Schools. Southwest Tech maintains its accreditation with The Higher Learning Commission by participating in the Academic Quality Improvement Program (AQIP) and undertaking continuous improvement initiatives. Southwest Tech was accepted as an AQIP institution in 2002 and has been accredited since 1976.

Programs offered by the college are also approved by the Educational Approval Board for the Veterans Administration.

For more information visit www.ncahlc.org or call (800) 621-7440.
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. 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. Southwest Tech fully complies with the Americans with Disabilities Act (ADA) Amendments Act of 2008. Please see Support Services Center on page 9.

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 Connections. Southwest Tech’s Career Placement 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 Connections helps students develop the skills needed to get the job. These skills include:
• Job searching utilizing Wisconsin TechConnect
• 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)

Career Connections, located in Building 400, Room 460, is your connection to the career of your dreams. Your career awaits. Come get it!

Chargers Cupboard. Southwest Tech has an internally supported food pantry, named Chargers Cupboard, which is located in the Knox Learning Center. Students must have a Southwest Tech ID to use the pantry. For more information students should stop in Library Services and ask any staff member for assistance and hours of operation. Donations are always appreciated from students, staff, or community members!

Charley’s Student Center. Southwest Tech’s students paid for an activity center that is open to all students, staff, and faculty. Charley’s provides numerous games, computers, TVs, and place to study or hangout. Charley’s is located in Building 400, Room 415.

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, registration forms, fees, schedules and contact information visit our website.

**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, soup and salad bar, grill choices, grab and go items, and a variety of beverages. Dining Services accepts cash and Charger Bucks. An ATM and a change machine are located in the cafeteria. Southwest Tech Café also offers catering for meetings, conferences and private parties.

**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 Basic Education Case Manager at 608.822.2649.

**Housing.** The SWTC Real Estate Foundation offers apartment-style student housing, located within easy walking distance of campus, for 100 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.

**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 currently 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, audio visual 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 photocopier machine is available to students and staff at a minimal charge.

- **Academic Services.** Through Academic Services, you’ll have access to support through preparatory courses, individual, and/or small-group tutoring. Whether you prefer to stop in to the Knox Learning Center for help when you need it or arrange regular meetings, our tutors and academic success coaches are available to help whenever works for you. We help students with study skills, time management, test-taking tips, content area help and are able to assist with reading, writing, and math.

- **Support Services Center.** The Support Services Center (SSC) located in Building 300, Room 314, provides a variety of services. These services include peer tutoring, equipment checkout, accommodations for students with disabilities, and information about assistive technology. To learn more about these services contact the SSC by email, accom@swtc.edu, or by phone, 608.822.2632 (TDD/TTY 608.822.2072).

**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 faculty, staff, parents/families, and students to manage psychological emergencies and disruptive behavior.

**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.

**Student Success Coaches.** 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 student success coach can also provide referrals to appropriate services should the student and student success coach recognize a need for in-depth counseling services.

The student success coaching 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

**Student Technology Help Center (Tech Ninjas).** The Southwest Tech Student Help Desk is staffed by IT program students and provides technology and computing support over the phone, Internet and walk-in assistance. The Student Technology Help Desk will be available on a daily basis throughout the spring semester based on our IT students’ class schedules. Anyone needing assistance can create a Help Desk ticket by going to: www.thetechninjas.org and clicking on the ‘Create a Ticket’ button.
ACADEMICS AND GRADING

Students are ultimately responsible for selecting and completing courses that meet curriculum requirements. Students are encouraged to consult with their student success coach 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.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Explanation</th>
<th>Grade Points for each Credit Hour</th>
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<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
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<tr>
<td>B</td>
<td>Above Average</td>
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<tr>
<td>N</td>
<td>Narrative (written evaluation on file)</td>
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</tr>
<tr>
<td>T</td>
<td>Transfer Credit</td>
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</table>

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, 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 student success coach. 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.

**Narrative (“N”).** This designates that a student has attempted to complete required course work but for reasons identified by the Support Services specialist could not do so. The narrative appears in a student’s record and states what the student was able to accomplish in the course.

**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 transcripted 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 is made up of students enrolled in associate degree and technical diploma programs who have completed 12 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 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. Student success coaches are available to review transcripts with students.

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

As part of the admission process, the student provides official transcripts from post-secondary accredited institutions to Student Services. The transcripts are reviewed and approved by the Student Success Coach and Registrar’s Office. The grade for the course must be a “C“ (2.0) or better and count toward completion of the program in order to transfer the credit.
• Due to some program requirements, there may be a time limitation for transferring core credits. Check with the program instructor for clarification.
• Program specific courses may be sent to the appropriate instructor or division dean for additional review and approval.
• Transferred credits are not figured into GPA.
• Southwest Tech credits are expressed in semester hours. When transferring credit that utilize another form of academic credit (quarter hours/trimester), the credits may not transfer seamlessly.

Advanced Standing Credits – An agreement exists between the high school and Southwest Tech to award credits to students who successfully completed the course in the high school with a grade of “B” (3.0) or better and a teacher’s recommendation. A certificate is issued to the student. The certificate is imaged to the student’s Southwest Tech record. The advisor will submit the advanced standing form to have credits awarded. The student has up to 27 months after graduation to use the credits. Advanced standing credit may be accepted by other technical colleges offering the same or a similar course. Credits may only be awarded for the course specified in the agreement or with approval of the dean.

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

Appeals Process - The student will have the opportunity to appeal the decision. The steps for appealing are:
1. The student submits a Credit for Prior Learning Appeal form to the division dean within one week of receiving the decision. This request must include the basis for why the student disagrees with the decision and relevant evidence.
2. The vice president of academic affairs or designee will review the appeal and may request to meet with the student to gain further information.
3. The division dean will make a final decision after full consideration of the information. Within two weeks of receiving the student’s appeal, the vice president of academic affairs will communicate the final decision regarding the request to the student, the instructor and Student Services.
4. The decision of the dean is final. No additional review will be allowed.

Credit for Prior Learning
Credit for prior learning gives students at Southwest Tech the opportunity to earn credit for college-level learning that was acquired outside of the classroom. There are six 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.

Transfer Credits – Credits earned at another accredited institution may transfer if related to the program of study and have a grade of “C” or better. Transfer credits also include advanced standing and transcripted credits completed in high school.

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.

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**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.fafsa.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:

1. Apply online at www.fafsa.gov.
2. 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.
3. If currently enrolled, be in good standing and maintaining satisfactory academic progress.
4. Have a high school diploma, GED, HSED, or a home-schooled diploma.
5. Be a U.S. citizen or eligible non-citizen.
6. 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.

**Consortium Agreements**

Students simultaneously attending Southwest Tech and another postsecondary institution may qualify for financial aid for both. The student must also 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:

1. **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.

2. **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.

3. **Student federal work-study checks** are disbursed bi-weekly by direct deposit during the school year and twice each month during the summer. Students must complete accurate time sheets for each pay period.

4. **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.

5. **Please remember the following disbursement restrictions:**
   - No funds are disbursed before a semester begins.
   - Students must present a current form of 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. Also, a student on a course waiting list must be off the list and registered for the course before the date of record in order to receive financial aid for that course. Moreover, if the classes for a course do not begin to meet until after the date of record, a student still must be registered for the course before the date of record in order to receive financial aid for that course. If a student does not begin attendance in a course that starts after the date of record, financial aid funding may be adjusted resulting in repayment of the funds by the student.

Federal Repayment Policy

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

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

The Financial Aid Office performs the return of federal aid calculation within 30 days of a student’s official withdrawal date. Southwest Tech returns financial aid moneys to their source according to the distribution policy appearing elsewhere in this handbook. Students who withdraw or drop out receive a notice of overpayment in the mail and have 10 days to respond to the letter. Students who fail to timely respond are turned over to a collection agency.

Students must notify the Financial Aid Office of their decision to withdraw so 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, and EMT Emergency Medical Technician.

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:
1. 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.
2. Financial Aid Questionnaire. The Financial Aid questionnaire is posted on the student portal under My Financial Aid for students to complete and submit
3. 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.
4. 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.
5. 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)
(effective beginning Summer term 2011)
You must meet the following requirements to maintain financial aid eligibility at Southwest Tech:

• **GPA:** cumulative 2.0 or higher.
• **Pace:** A student must complete 67% of credits attempted. This is calculated by dividing total credits completed by total 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 Timeframe:** Students are expected to complete their degree/diploma program within a maximum timeframe for financial aid purposes. Federal regula-
tions stipulate that the maximum timeframe is 150% of the published credit require-
ment 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 stu-
dents 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 gra-
duation. $32 \times 150\% = 48$. 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.

**Additional Information:**
Financial Aid will pay students only once when they choose to retake a class if they received
a grade of A, B, C or D. If a student retakes a class in which they received a grade of F,
Southwest Tech will repeat payment for the course until the student passes successfully.
Withdrawals (W grade), incompletes (I grade), in progress (IP grade), repeats of classes and
transfer credits accepted for your program are considered attempted credits. Withdrawals,
audits, incompletes and in progress grades are figured as zero (0) grade points when calculat-
ing a student’s GPA. These grades may result in a student not making Satisfactory Academic
Progress and being placed on Financial Aid Warning.
Any grades of ‘I’ and ‘IP’ must be completed within 6 weeks of the end of that semester—
regardless of any arrangement with the instructor.

**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.
Students may appeal the suspension as stated in the following information.

**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.

**Financial Aid Appea**
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.
The 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 they 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 six credits (all in the same semester), passing those credits with at least a grade of ‘C’, and paying for those credits on their own. **During a reinstatement attempt semester, a student is not allowed to drop any courses they are taking; and if a student chooses to take more than six credits during a semester they are attempting to be reinstated to financial aid, they must pass all credits 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.

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

+++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).

**Types of Funds Available: 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
Wisconsin Audio Visual Disability Grant

**Types of Funds Available: Loans**
Federal Direct Subsidized Student Loan
Federal Direct Unsubsidized Student 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.

Types of Funds Available: Scholarships
Southwest Wisconsin Technical College Foundation, Inc. The Southwest Tech Foundation offers numerous scholarships each year. Scholarship applications are available online from December to 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.

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
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 veterans service officer, or stop in the Veterans Services Office located in the Financial Aid Office.

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

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

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

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

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

Contact Information:
- Southwest Tech Veterans Office 608.822.2316
- Grant County Veterans Service Officer 608.723.2756
- Wisconsin Department of Veterans Affairs: [http://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:

1. 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. 2320.

2. 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.

3. 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.

4. 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.

5. 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.

6. 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 & 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.

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.

Application Fee. A nonrefundable $30 fee is required to process the online application.

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.

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.

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.

Program Completion Fee. All students enrolling in credit classes will be charged a program completion fee of $2.00 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.

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. An additional $10 per credit will be added to any online course for both in-and out-of-state residents.

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 $45.

Transcript Request Fee. Students may request transcripts online at 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 paperwork to Student Services. Students can officially withdraw from a course upon notifying Student Services in writing or in person. The date of notification of withdrawal, not the last date of class attendance, is the official withdrawal date, which is used to determine the amount of a student's refund. Non-attendance does not reduce fees owed. Further, officially withdrawing from a course or courses does not eliminate a student's responsibility for any outstanding financial obligation to the college. (Students who entirely withdraw from school are encouraged to contact their success coach for an exit interview.)

**Refunds before First Class Meeting.** If Southwest Tech cancels a course, students can apply for a complete refund of tuition paid. Students who drop a course before the first class meeting will receive a full refund of tuition paid. When one class is dropped and another added during the first seven calendar days of the term, the tuition payment is transferred from the dropped course to the added one.

**Refunds after the First Class Meeting: 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:

<table>
<thead>
<tr>
<th>Official Course Withdrawal</th>
<th>Fee Refunded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before 11% of the class meetings</td>
<td>80%</td>
</tr>
<tr>
<td>Between 11–20% of the class meetings</td>
<td>60%</td>
</tr>
<tr>
<td>After 21% of the class meetings</td>
<td>0%</td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>Official Course Withdrawal Fee Refunded</th>
<th>Percent of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1–7 days after official registration date</td>
<td>80%</td>
</tr>
<tr>
<td>8–14 days after official registration date</td>
<td>60%</td>
</tr>
<tr>
<td>15 days after official registration date</td>
<td>0%</td>
</tr>
</tbody>
</table>

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 student success coach 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. (click on the icon on www.swtc.edu homepage)

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 to you via e-mail only.**

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

Payment options:

- **Pay online at MySWTC** (click on the icon on www.swtc.edu homepage) ACH, MC, 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. The ONLY exception is end of semester book buyback.

- Returns of books will be accepted until the 1st Friday of the new semester. The refund will be calculated at 80% of the original price of the book provided it is returned in the same condition (shrink wrapped, supplements included, etc.) as purchased.
- If the books are not returned before the 1st Friday of the new semester, the student will be advised of our next book buy back session.
- Purchases made after the first week of classes are subject to a 3-day return policy. A restocking fee will apply.
- Lifelong learning (CPR) books are not returnable.
• If a class is cancelled by Southwest Tech the restocking fee is waived. The book must be returned immediately.
• 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 a refund applied back to that card.
• Texts with publishing defects can 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.

Textbook Buyback
During the last week of the fall and spring semesters, the Bookstore will buy back returnable books for cash. We also offer additional "mini buybacks" lasting one to two days in mid-February and mid-September. A student ID is required to sell back books.
• Only books that instructors will reuse for the upcoming semester/academic year are considered for book buy back, generally at 50% of the used price, if the books are in good shape as determined by the wholesale book buyer.
• Things that determine what “shape” a book is in:
  o Marking (a minimal amount of marking may be acceptable)
  o Highlighting
  o Water damage
  o Answers being marked in the book
• Things that determine resale value of books
  o Instructor is not reusing the book you are reselling
  o The course is not being offered in the upcoming semester
  o The Bookstore has sufficient quantities of your book
  o There has been an update to a newer edition

The Bookstore reserves the right to accept or reject any books as well as making adjustments on the percentage offered for a refund.

Every effort is made to recycle textbooks; unfortunately, not all books are returnable. If the book you wanted to return isn't able to be bought back, we do collect books for Better World Books and those books are shipped to third world countries that make use of the books for literacy and instruction.

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](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 securely housed in the Support Services Center, Knox Learning Center, Building 300, Room 314, of the Southwest Tech campus. Personal information pertaining to a student’s disability will only be shared with a signed, written release at Southwest Tech.

Social Security Numbers
Although providing social security numbers is voluntary, Southwest Tech is required to furnish them to the Wisconsin Technical College System State Board for reporting purposes, to the Internal Revenue Service for tax purposes, and to Wisconsin state and federal government officials for financial aid. The college does not use social security numbers for student identification. Each student is assigned a unique identification.

CAMPUS INFORMATION, POLICIES & PROCEDURES

Campus Closures
When it is necessary to close the college for weather or other reasons, information will be communicated through radio, television and/or electronic media such as text messages, Facebook and email.
When the college is closed or delayed for weather at the beginning of the day, the initial announcement should be on local radio and television stations at approximately 6 a.m. Electronic messages will follow as soon as practical. 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, that information will be communicated prior to 9:30 a.m.
Whenever the college closes, it will remain closed for the entire day, including evening classes. In the event that the college needs to close later in the day due to weather, a decision on evening classes will be communicated by 4 p.m.
Except in cases of the most severe weather conditions, 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 that Southwest Tech is closed or delayed.

**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 Support 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 e-mail system is the college’s main form of communication with students and staff.

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

**Schoology.** Schoology is a web-based course management system designed to allow students and faculty to participate in classes delivered online or use online materials and activities to complement face-to-face teaching. Schoology courses are secure. Each student receives a unique logon and password, and only students that are registered can access the system. Schoology enables instructors to provide students with course materials, discussion boards, virtual classrooms (chat), online quizzes, and more!

**Smoking/Tobacco Products**

Tobacco use is only allowed in designated tobacco use areas on campus (this includes smokeless 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 located in Charley’s. 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 Student Support Services.

Internet Acceptable Use Policy
Internet access is provided at Southwest Tech for all staff and students. Staff and students who violate any of the following may lose access privileges and be subject to other disciplinary or legal action. The following are not permitted using the campus internet connection:

- Disseminating or printing copyrighted materials, including articles and software, in violation of copyright laws.
- Sending, receiving, printing, or otherwise disseminating Southwest Tech’s proprietary data, trade secrets, or other confidential information.
- Operating a business, usurping business opportunities, or soliciting money for personal gain.
- Making offensive or harassing statements and/or disparaging others based on race, color, religion, national origin, veteran status, ancestry, disability, age, sex, or sexual orientation.
- Viewing, downloading, uploading, sending, or soliciting sexually oriented messages or images. Visiting sites featuring pornography, terrorism, espionage, or theft for intentions other than provable educational purposes.
- Gambling or engaging in any other criminal activity in violation of local, state, or federal law.
- Viewing, writing or posting content that could damage the reputation of Southwest Tech.
- Using internet technologies for the purposes of cheating.
- Intentionally misusing any computer, computer system, or computer network, including the internet connection in a way that may cause damage.

The college reserves the right to review files and communications to maintain computer system integrity and ensure that students and staff are using the college information technology resources responsibly. Users should have no expectation of privacy when using the college’s technology resources.

Text Messaging
Students and staff are automatically loaded into SWTC’s Emergency Management System for Emergencies/Weather Alerts (RAVE). 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 our website 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
All in-person transactions require some form of photo identification. 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 Tech promotes a learning-centered environment dedicated to the advancement of personal growth and knowledge. The Southwest Tech District believes every student has the right to pursue an education free from disruption, harassment, illegal activities, threats or danger. The district further believes that academic honesty, integrity and civility are fundamental to the educational mission of the college. Every student is expected to be familiar with all the rules and regulations of Southwest Tech.

The student conduct process at Southwest Tech is not intended to punish students; rather, it exists to protect the interests of the community and to address behavior not in accordance with our policies. Sanctions are intended to challenge students’ moral and ethical decision making and to help them bring their behavior into accord with our community expectations. Procedures and rights in student conduct procedures are conducted with fairness to all. Due Process, defined within these procedures, assures an objective decision-maker and the option of an appeal. Sanctions are proportionate to the severity of the violation and the cumulative conduct history of the student.

By the authority of the Southwest Wisconsin Technical College District Board, the president of Southwest Tech retains the ultimate authority for administration of the Student Code of Conduct. The dean of Student Services expressly acts with authority over the behavioral misconduct administration and enforcement. Students violating the behavioral standards of conduct may be subject to disciplinary action. The chief academic officer expressly acts with authority over academic misconduct, and may be assisted by the dean of Student Services in the execution of sanctions.

Jurisdiction
The code of conduct applies to behaviors at Southwest Tech, Foundation, Real Estate Foundation, owned or leased property, or at Southwest Tech sponsored activities and may also apply to off-campus locations when the dean of students determines the off-campus conduct affects a substantial Southwest Tech interest. This may include:
- Any situation where it appears that the student’s conduct may present a danger or threat to the health or safety of him/herself or others; and/or
• Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
• Any situation that is detrimental to the educational mission and/or interests of Southwest Tech.

The Code of Conduct may be applied to behavior conducted online, via email or other electronic media. Students should be aware that online postings such as blogs, web postings, chats, and social networking sites are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations are posted online. Southwest Tech does not regularly search for this information but may take action if and when such information is brought to the attention of college officials.

The code of conduct applies to all students enrolled in credit and non-credit courses. The code of conduct applies to guests of college community members whose hosts may be accountable for the misconduct of their guests.

Behavioral Misconduct
The following actions and behaviors shall constitute violations of the Student Code of Conduct and will subject any student or student organization committing such a violation to disciplinary action. Violations include, but are not limited to:

1. General misconduct - Violations of established and published or posted college policies, rules, and/or regulations.
2. Failure or refusal to comply with a college matter - This includes but is not limited to, knowingly furnishing false information to the college or a college official, or refusal to comply with a reasonable request on a college matter or individual acting in performance of their duties.
3. Forgery - Alteration or misuse of any college document, record, form or instrument of identification.
4. Trespassing - Unauthorized entry into or use of college-owned or -controlled locations. Possessing, duplicating or using keys/swipe cards/lock codes to any college, Foundation or Real Estate Foundation property without authorization.
5. Trademark - Unauthorized use (including misuse) of Southwest Tech names and images.
6. Misuse of Technology - Unethical, inappropriate, or illegal use of technology resources of the college. Students who connect their personal computers to the campus network will also be held responsible for any violation.
7. Use of Prohibited Items - The use of hover boards and drones is not permitted.
8. Invasions of Privacy
   a. Using electronic or other means to make a video or photographic record of any person in a location where there is a reasonable expectation of privacy. This includes, but is not limited to, taking video or photographic images in shower/locker rooms, and restrooms. The storing, sharing, and/or distributing of such unauthorized records by any means is also prohibited.
   b. Using electronic or other means to make a video or photographic record of any person in a location where there is a reasonable expectation of privacy without the subject’s prior knowledge and consent. This includes, but is not limited to, taking video or photographic images in student housing. The storing, sharing, and/or distributing of such unauthorized records by any means is also prohibited.
9. Disruptive Behavior - Intentionally or recklessly taking action that disrupts Southwest Tech operations including the physical harm or endangerment of any person
in the college community, as well as obstruction of teaching, administration, college activities, and/or other authorized non-college activities which occur on campus; acts that impair, interfere with, or obstruct the orderly conduct, processes and functions of the college. Classroom disruptions include behavior a reasonable person would view as substantially or repeatedly interfering with faculty’s ability to teach or student’s right to learn.

10. Disorderly conduct/fighting - Defined as acts which are inappropriately loud, or are lewd, indecent or obscene; acts not in compliance with posted signage requiring specific behavior in designated areas (e.g. Knox Learning Center, Testing Center, Charley’s, housing, laboratory areas).

11. Abusive acts - Committing acts of verbal abuse or physical abuse, or engaging in actions which intimidate, harass, threaten, coerce, or otherwise endanger the health or safety of any person or create a hostile learning environment.

12. 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 causing mental or physical harm or humiliation. Such acts may include any brutality of a physical nature, such as whipping, beating, 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 the student.

13. Bullying and cyberbullying - Bullying and cyberbullying are repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally.

14. Committing acts of harassment - Harassing behavior includes, but is not limited to verbal, written or physical conduct that is sufficiently serious (i.e. severe, persistent or pervasive) as to limit or deny an individual’s ability to participate in or benefit from the college’s programs.

15. Sexual assault - Committing an act of sexual assault which, for administrative purposes, is defined as unwelcome or unwanted and forced or coerced sexual intercourse or sexual contact. (Victims include persons who are incapacitated – sleeping, unconscious, mentally ill, or deemed unable to give consent.)

16. Committing acts of sexual harassment - 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.

17. Sexual exploitation - Sexual exploitation includes the sexual abuse of individuals through the exchange of sex or sexual acts for drugs, food, shelter, protection, other basics of life, and/or money.

18. Possessing weapons - Possessing, or engaging in participating in the use of explosives, fireworks, and/or firearms or other dangerous weapons while on college property, Foundation property, or Real Estate property, loaned or leased, or at Southwest Tech sponsored events. Also prohibited are knuckles; a nunchaku or any similar weapon; knives of any kind; a knife blade; baton of any type; explosive devices of any type; and "look-alike" instrument or weapon, (i.e. "b.b. gun," pellet gun, or any instrument designed to look like a weapon); pepper spray or any other device or instrumentality used in a threatening and/or unlawful manner.

Exemptions are as follows:

a. Authorized law enforcement officers in uniform or plain clothes officers with a badge on display.

b. Individuals participating in authorized law enforcement training activities.

c. Individuals transporting firearms for authorized training classes.

d. 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.
e. The possession of knives as eating utensils or for the purpose of food preparation or as tools when authorized by an instructor is permitted, such as a lab setting.
19. Brandishing objects - Displaying, showing, waving, or exhibiting any object in a manner which a reasonable person might find threatening.
20. Substance abuse - Use, being under the influence of, possession, sale or distribution of narcotic or illegal drugs, alcoholic beverages, etc
21. Retaliatory acts - Committing an act of retaliation toward an individual or group who initiated or who expresses the intent to initiate a complaint or who was called as or intended to be called as a witness in any complaint proceeding. Retaliation includes, but is not limited to, harming or threatening to harm any person or group and may include harassment, intimidation, bullying or similar conduct 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.
22. Theft - Intentional and unauthorized taking of college property or property of any visitor or member of the Southwest Tech college community; or the personal property of another, including goods, services and other valuables.
23. Damage to Property - Intentionally damaging the property of the college or any visitor to or member of the college community.
24. False reports - Making false reports of a fire, bomb threat, or other dangerous condition.
25. 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 threat of pulling a fire alarm) or inaction (e.g., failing to report or make reasonable efforts to stop a fight, an assault, etc.).
26. Violation of public laws - Southwest Tech reserves the right to hold students responsible for violations of federal, state, or local laws, regulations or policies that adversely affect the college and/or the pursuit of its educational mission.

Behavioral Misconduct Procedure & Sanctions
Wherever possible, upon receipt of a complaint or upon being notified of circumstances which might constitute a violation, the college will complete the misconduct review process within 60 days. If that is not possible, the college will give notice of a rationale for extending the process and resolve as expeditiously as possible.

The following procedure has been developed to address a student who allegedly has failed to comply with the Code of Conduct:

Step 1 - Notification of Incident: Dean of students determines if disciplinary action may be appropriate. An alleged violation will be reported to the dean of student services or designee, who will determine what, if any, investigation, or minor sanctions are appropriate.

Step 2 - Notification & Investigation: Temporary separation/restriction may be imposed. Students will be notified of an accusation of misconduct. If the dean of students or designee determines that a full investigation is necessary, he/she will notify the student verbally or in writing and begin an impartial investigation. The student will be provided with a description of alleged incidences constituting prohibited conduct and given an opportunity to respond, including the ability to provide any documents or witnesses to determine whether a violation of conduct occurred. Any person the dean of Student Services or designee believes may have information relevant to an investigation may also be contacted to provide information regarding the investigation.
NOTE: Southwest Tech reserves the right to exercise its authority to limit and/or restrict access to the college upon notification a student is facing a criminal investigation and/or as a result of a behavioral misconduct allegation whereby the student’s continued presence might endanger the student or others. Southwest Tech may take action to stop harassment, prevent recurrence of harassment and provide immediate and ongoing remediation for reporting parties – as well as any others harmed by harassment.

The dean of students, the president, director of facilities, director of human resources, deans, and housing officials may temporarily remove or restrict students from college-controlled locations (including student housing) or activities.

Step 3 - Findings & Sanctions: Investigation determines if accusation is founded or unfounded. Students are updated within five (5) business days of the decision either by mail (including email) or in person. The dean of students or designee, based on a preponderance of evidence, will make a finding whether a violation is more likely than not. The student will be notified in writing of the finding and what – if any- sanctions will occur (see below for the list of possible sanctions). Notification will be sent by mail or delivered in person. The dean of student services is given broad authority to use objective evaluation of the disciplinary action necessary and what action will be in the best interest of the student, College and others. One or more of the disciplinary sanctions listed below may be imposed. Sanctions may warrant notation on an academic transcript, imposed at the discretion of the dean of student services.

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

- Oral reprimand - Notice to the student that his/her actions are inappropriate and the individual must act more responsibly in the future.
- Written reprimand - Written notice to the student that his/her actions are inappropriate and the individual must act more responsibly in the future.
- Behavior requirement - This includes required activities including, but not limited to, seeking academic counseling or substance abuse screening, writing a letter of apology, etc.
- Educational program - Attending a workshop, in person or online, addressing the related issues. Referral to an off-campus education program may be recommended.
- Loss of privileges/access - Denial of specified privileges for a designated period of time such as a restriction from hosting visitors and/or guests in housing; prohibitions on entering a specified housing facility; restriction from college-sponsored extracurricular activities or work positions on campus; other restrictions, as approved by the dean of students or designee.
- Restitution/Compensation for loss, damage or injury.
- No contact directive.
- Mandated Housing Reassignment - A notice that the behavior merits immediate relocation of the student to another housing residence.
- Probation - Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any policies during the probationary period.
- Housing Probation - Housing probation is for a designated period of time and includes the probability of more severe housing disciplinary sanctions if the student is found to violate any policies during the probationary period.
- Disciplinary Suspension - Suspension results in separation from the college for a specific minimum period of time, after which the student is eligible to return. During the suspension period, the student is banned from college property and 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 tuition or housing fees.
- Housing Suspension - Separation from the student housing area for a specific period of time, after which the student may be eligible to return. During the suspension period, the student is banned from college housing. The sanction may be enforced with a trespass action as necessary. Students suspended for disciplinary reasons are not entitled to any refund of housing fees.
- Expulsion - A permanent separation from the college. The student is banned from college property and student housing and this sanction may be enforced with a trespass action as necessary. Students who are expelled for disciplinary reasons are not entitled to any refund of tuition or housing fees.
- Housing Expulsion - Permanent removal of the student from student housing. The sanction will most likely result in a permanent ban from all housing properties. Students dismissed from housing for disciplinary reasons are not entitled to any refund of housing fees.
- Academic Removal - Removal of student from course ("W" grade shown on transcript).

**Step 4 - Due Process:** Students have five (5) business days to request an appeal due to procedural errors, to consider new evidence, or to weigh if the sanctions are outside the guidelines set by Southwest Tech. The sanctioned student may request an appeal within five (5) business days of notification. If appropriate under the law, the reporting student(s) may also request an appeal within the same time period. Appeal requests are limited to the following grounds:

- To consider new evidence, unavailable during the original investigation, that could substantially impact the original finding 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 specific error(s) alleged to have occurred must be identified in the appeal request.
- The sanctions imposed are substantially outside the guidelines set by Southwest Tech for this type of offense or the cumulative conduct record of the responding student.

The dean of students will share appeal requests with a reporting or responding party (parties) when appropriate under law. The dean of students or designee reviews cases with new evidence. Requests for appeals as a result of procedural errors and sanctions outside the guidelines are reviewed by the Chief Academic Officer (CAO). If the appeal has standing, the CAO gathers an Appeals Panel with instructions for reconsideration only in light of the granted appeal grounds.

**Step 5 - Optional Appeal:** If approved, a review commences five to fifteen (5-15) business days after the student(s) requests appeal. *See Appeals Panel Guiding Principles for further details. If the appeal is not timely or substantively eligible, the original finding and sanction will stand and the decision is final. The dean of students or designee will notify the student(s), in writing, whether the appeal request will be granted or denied and the basis for that decision. If the appeal request is granted, the dean of students and/or Appeals Panel decides solely based on the physical documentation provided by the College, the responding student and – if appropriate- the reporting student(s).

Procedural or substantive errors should be corrected, new evidence should be considered, and sanctions should be proportionate to the severity of the violation and the student’s cumulative conduct record. Appeals decisions are to be deferential to the original decision-maker, making changes to the finding only where there is clear error and to the sanction only if there is a compelling justification to do so. The Appeals Panel or dean of students may affirm or change the findings and/or sanctions of the prior decision according to permissible grounds.
Said appeal shall be held no less than five (5) business days nor more than fifteen (15) business days from the date the student requests the appeal. See Appeals Panel Processes and Guiding Principles for further details (page 40)

**Step 6 - Notification of Appeal:** The decision of the Appeals panel or dean of students is final. The dean of students or Appeals Panel chair will prepare a written report detailing the finding, the information cited in support of its finding, and why. The report should not exceed two pages in length, and, if submitted by the panel chair, must be submitted to the dean of students within two (2) business days after the end of deliberations. The decision is final. The dean of students implements the final determination. This determination will be sent, in writing, to the reporting and (if appropriate) responding student within two (2) business days after the appeal panel meets.

*Note:* The outcome of a campus appeal is part of the education record and is protected from release under the Federal Education Rights and Privacy Act (FERPA), except under certain conditions. When a student is accused of a policy violation that would constitute a “crime of violence” or forcible or non-forcible sex offense, Southwest Tech will inform the reporting party bringing the complaint in writing of the final results of the Appeal Panel of whether Southwest Tech concludes the responding party was responsible or not responsible. If the responding party is found responsible, the college can share the information with anyone at the discretion of the college. Such release of information may include the alleged student’s/responding student’s name, the violation committed, and the sanctions assigned. In cases of sexual misconduct and other offenses covered by Title IX, only, the rationale for the outcome will also be shared with all parties to the complaint in addition the findings and sanctions. Crimes of Violence include:

- Arson
- Assault offenses (including stalking)
- Burglary
- Criminal homicide
- Destruction/damage/vandalism of property
- Kidnapping/abduction
- Robbery
- Forcible sex offenses
- Non-forcible sex offenses

**Academic Behaviors of Concern and Misconduct**

**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. If individual students engage in behavior that is disruptive of this educational environment, any student or group of students 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 student(s) of their denied access. The related academic program dean will be notified by the end of the business day. Students who are removed from class have a right to due process procedures to ensure fair treatment in such circumstances. Nothing in these guidelines is intended to infringe upon the academic freedom of the instructor or student. Two fundamental principles which should be observed include: 1. Students have the right to express opinions germane to the subject matter of a course. 2. Instructors have the right to guide classroom discussion and to set reasonable limits on the classroom time made available to students for the expression of their opinions. The responsibility for striking a balance between these principles rests with instructors.
Defining Disruptive Behavior: Acts that impair, interfere with, or obstruct the orderly conduct, processes and functions of the college or the rights of other members of the college community. This includes acts that occur both inside and outside the classroom setting. Classroom disruption is behavior a reasonable person would view as substantially or repeatedly interfering with faculty’s ability to teach or student’s right to learn.

Students are responsible to interact in ways that will not interfere with the educational process and/or any Southwest Tech College sponsored activity. Class disruptions are considered an interference with the educational process.

Common Disruptive Behaviors: Some examples of disruptive behavior are identified below. This is not a complete or exhaustive list and other behaviors may be included:

- Persistent late arrival or departure that disrupts the class
- Repeated cell phone use
- 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, or voicemails
- Inappropriate contact at the instructor’s home
- Any behavior indicating a romantic or obsessive interest
- Distressing, disturbing or other dangerous behaviors

If a student is disruptive in class, the instructor will talk with the student informally outside of class to articulate the problem and expectations clearly, yet diplomatically. Under most circumstances, the instructor will address the behavioral disruptions outside of class. However, 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 for all steps of the process. The submission of a Behavioral Intervention Team report is also encouraged.

Disruptive behavior, particularly when such behavior is repeated, threatening, harassing or dangerous, may also violate the Student Code of Conduct and shall be handled accordingly. If the faculty member feels that there is an immediate threat, 911 should be called, then Southwest Tech College facilities director. A Behavioral Intervention Team report MUST be submitted to document any/all behavioral-based dismissals from class.

Grade Dispute

Assignment, Project and Test Grades

Students who wish to dispute a grade received on a test, essay, homework, performance, computer program project, etc., 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 be able to provide justification for challenging the final grade. The student must use the following procedures to dispute the grade:

1. Within 30 business days from posting of the final grade, the student shall contact the faculty member who issued the final grade and discuss the grade in question. If the student is unable to contact the faculty member, he or she may seek assistance through the academic division dean. The faculty member 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 division dean in writing within 10 business days of the date of the faculty member’s decision. The dean, or designee, will work to attempt a resolution. The 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 at the division office level, the student may make a written request to the chief academic officer, or designee, within five (5) business days of the written response. If the request is not filed within the prescribed time, the student forfeits the right to any further appeal. The 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.

**Academic Misconduct**

Students are expected to operate with academic integrity – the following issues are identified as academic misconduct and warrant formal sanctions:

1. Seeks to claim credit for the work or efforts of another without authorization or citation.
2. Uses unauthorized materials or fabricated data in any academic exercise.
3. Forges or falsifies academic documents or records or otherwise purposely furnishes false information to the college.
4. Intentionally impedes or damages the academic work of others.
5. Engages in conduct aimed at making false representation of a student’s academic performance.
6. Cheats on an examination, including the unauthorized use of materials or aids, or use of unauthorized additional time (special needs accommodations require approval of instructor and disability support services staff).
7. Submits, without the explicit approval of the course instructor, work previously presented in another course.
8. Violates course rules as contained in the course syllabus or other information provided to the student.
9. Violates program policies, professional standards and/or regulations as established by a division or department and made available to students.
10. Assists other students in any of these acts.

**Academic Consequences and Sanctions**

The following procedures have been developed to address a student who has allegedly engaged in academic misconduct.

**Step 1 - Notification of Incident and instructor investigation:** Instructor investigates suspicion and communicates sanction to student. The instructor communicates their suspicion to the student and affords the student an opportunity to respond. If escalating the incident, the instructor gives notice to academic division dean within five (5) business days. A possible violation will be reported to the academic division dean when an instructor suspects that a student has engaged in academic misconduct. The instructor will investigate the matter within five (5) business days. The instructor will communicate the basis of his or her suspicion to the student, if at all possible, to afford that individual the opportunity to respond.

**Step 2 - Instructor Findings and Sanction:** Investigation determines if accusation is founded or unfounded. Instructor may impose range of sanctions. The decision will be communicated to the student in writing within five (5) business days. If, as a result of this investigation, the instructor determines that no academic misconduct occurred, the matter will be considered concluded. If, as a result of investigation, the instructor determines that academic misconduct occurred, the following academic sanctions may be imposed at the discretion of the instructor:
Documented oral reprimand
Written reprimand
Removal of student from course (Optional: "W" grade shown on transcript)
An assignment to repeat 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

**Step 3 - Elevated Sanctions:** If the instructor determines that authorized classroom sanctions are inadequate, the academic division dean may impose the authorized sanctions. If, as a result of investigation, the instructor determines that academic misconduct occurred and that based on a reasonable assessment of the information available, the above academic sanctions alone are inadequate or inappropriate to address the misconduct, the instructor shall report the misconduct to the academic division dean. The academic division dean may impose the following sanctions:

- Removal of the student from the course in progress
- Removal of the individual from student worker positions, athletic team or other student-related activities
- Disciplinary probation
- Disciplinary suspension
- Expulsion

Sanctions may warrant notation on an academic transcript, imposed at the discretion of the Dean of Student Services.

Within five (5) business days, the instructor or dean will communicate the determination in writing to the student and will forward a copy of the report to the dean of student services for inclusion in the college record.

Two academic code violations 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 dean of his/her academic division. Any further violations will result in permanent expulsion from the college.

**Step 4 - Due Process:** Students have three (3) business days to request an appeal due to procedural errors, to consider new evidence, or to weigh if the sanctions are outside the guidelines set by Southwest Tech. If a student disagrees with the actions taken, the student may request an appeal. In order to have a decision reviewed for an appeal, the student will provide – in writing – justification as to why at least one of the following criteria are met:

- To consider new evidence, unavailable during the original investigation, that could substantially impact the original finding 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 substantially outside the guidelines set by Southwest Tech for this type of offense or the cumulative conduct record of the responding student.

To request the appeal, the student must notify the academic division dean or designee in writing within three (3) business days of receiving the academic sanction. If the sanction was imposed by the instructor, a copy of the appeal request shall be provided to the instructor. The division dean will give appeal requests to the CAO within two (2) business days of receipt. The CAO will determine if the appeal will be considered. If the appeal has standing, the CAO determines whether to decide the appeal him/herself or to refer the request to an Appeals panel.

**Step 5 - Appeal Consideration:** If the appeal request is granted, the CAO or Appeals Panel
will convene between 5-15 business days after the request. If the appeal is not timely or substantively eligible, the original finding and sanction will stand and the decision is final. The CAO or designee will notify the student(s), in writing, whether the appeal request will be granted or denied and the basis for that decision. The appeal review is limited to the documentation presented in the written appeal. On review, the Appeals Panel or chief academic officer may affirm or change the findings and/or sanctions of the prior decision according to permissible grounds. Procedural or substantive errors should be corrected, new evidence should be considered, and sanctions should be proportionate to the severity of the violation and the student’s cumulative conduct record. Said Appeal Panel shall convene no less than five (5) business days nor more than fifteen (15) business days from the date the student requests the appeal. The student, instructor or academic division dean may request that the time be extended for justifiable reasons (for example, summer schedules and faculty availability) or extenuating circumstances. The student, instructor and the academic division dean will be notified in writing in such circumstances.

See Appeals Panel Processes Guiding Principles for further details. (page 40)

Step 6 - Notification of Appeal Outcome: The decision of the Appeals Panel or chief academic officer is final. The Appeal Panel chair or CAO will prepare a written report detailing the finding, information cited in support of its finding, and why. The report should not exceed two pages in length, and, if decided by the Appeals Panel, must be submitted to the CAO within two (2) business days after the end of deliberations. The decision of the CAO or Appeals Panel is final. The CAO will implement the final determination. This determination will be sent, in writing, to the reporting and (if appropriate) responding student within two (2) business days after the appeal panel meets.

APPEALS PANEL PROCESSES AND GUIDING PRINCIPLES

The Appeals Panel conducts administrative reviews -not hearings or other legal proceedings. The purpose of the appeal is to review only the information that warranted the appeal. At least three (3) days before the Appeals Panel convenes, the reporting and responding students (if appropriate) will deliver any new physical evidence and documentation to the dean of students or CAO. Pertinent records, exhibits, and written statements may be accepted as information for consideration at the discretion of the Appeals Panel chair. The College attorney may be present to act as a non-voting advisor to an Appeals Panel. Prior to deliberations, the dean of students may be present to act as a non-voting advisor to any panel, with responsibility for training the panel and ensuring a fair process for the involved students.

- The Appeal Panel will determine, by a majority vote, whether to uphold or alter the original finding and/or reduce the sanction.
- A single verbatim record, such as a tape recording, of the Appeals Panel review will be maintained. Deliberations shall not be recorded. The record shall be the property of the college.
- Notification for behavioral misconduct decisions will be sent by the dean of students within two (2) business days after the appeal panel meets. Notification for academic misconduct decisions will be sent by the chief academic officer within two (2) business days after appeal decision is concluded.

Appeals Panel composition

A three-member appeals panel is selected from a pool with the following requirements to serve:

- They have been properly trained in appeals procedures.
- They were not involved in the investigation.
- They were not involved in the initial decision.

Students may serve on the appeals panel if they are in good academic standing and have completed at least 15 hours of academic credit with a cumulative GPA of 2.0. They must be
in good standing with respect to the conduct process. The president has final authority to approve those serving on the panel.

**Parental Notification**
Southwest Tech reserves the right to notify parents/guardians of dependent* students regarding any conduct situation, particularly alcohol and other drug violations. Southwest Tech may also notify parents/guardians of non-dependent students who are under the age of 21 of alcohol and/or other drug violations. Parental notification may also be used discretionarily by administrators when permitted by FERPA or consent of the student. (*A dependent is defined by FERPA as to whether the student is a dependent for tax purposes.)

**Approval and Implementation**
This code of conduct was approved by Southwest Tech’s Executive Team - Implemented on 1/31/2017.

**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. 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, or age 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 608.822.2631 or 1.800.362.3322, extension 2631; or email accom@swtc.edu; TDD/TTY 608.822.2072 (for the hearing impaired).

ATODA Services Provided Through Southwest Tech
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.

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 characteristic.

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

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

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

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

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

- is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or,
- by any other distinguishing characteristic; and
- a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or damaging the student’s property, or placing a student in reasonable fear of harm to his/her person or damage to his/her property; or
- has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the college.

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

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

If you believe you are being harassed you should promptly (within 30 days) report the conduct to your supervisor, any member of administration and the director of human resources/equal opportunity officer. Your complaint will be investigated promptly. The information you provide will be shared on a “need-to-know” basis.
In addition, employees who believe they are the subject of illegal harassment or discrimination may also file a complaint with the Equal Employment Opportunity Commission or the State of Wisconsin, Equal Rights Division. The deadline for filing a complaint is 300 days, which runs from the last date that unlawful harassment occurs. Please be aware, however, that filing a complaint with either of these agencies does not alleviate you from the responsibility of filing an internal complaint with the college.

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

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

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

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. Employee concerns are directed to human resources.

Report a concern at www.swtc.edu/concerns.

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, report it to www.swtc.edu/concerns 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 designee, unless the federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.”

**Wisconsin Sex Offender Registry Web Site**

In accordance 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/](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 an emergency situation 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 or fill out a concerns form linked from [www.swtc.edu/safety](http://www.swtc.edu/safety). 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.

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.

2. 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.

3. 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.

4. 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.

5. 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.

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

<table>
<thead>
<tr>
<th></th>
<th>SWTC Campus</th>
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<tbody>
<tr>
<td></td>
<td>2014</td>
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<tr>
<td>Murder/Non-negligent manslaughter</td>
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<tr>
<td>Negligent manslaughter</td>
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<tr>
<td>Rape</td>
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<tr>
<td>Fondling</td>
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<tr>
<td>Incest</td>
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<tr>
<td>Statutory Rape</td>
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<tr>
<td>Robbery</td>
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<tr>
<td>Aggravated Assault</td>
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<tr>
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<tr>
<td>Arson</td>
<td>0</td>
</tr>
<tr>
<td>Hate Crimes</td>
<td>0</td>
</tr>
</tbody>
</table>

7. 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.

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

<table>
<thead>
<tr>
<th>Violation</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquor law violations</td>
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</tr>
<tr>
<td>Drug abuse violations</td>
<td>1</td>
</tr>
<tr>
<td>Weapons possessions</td>
<td>0</td>
</tr>
</tbody>
</table>

9. 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.