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 web site 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
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2016-17 Academic Calendar

2016

- July 4: Campus closed (Holiday)
- July 7: Summer financial aid disbursement
- July 8: Open registration begins
- July 28: End of Summer Term
- August 18-20: Welcome Days
- **August 22:** Fall semester begins for all students
- August 22-28: Drop/Add period
- September 1: Begin accepting applications for 2017-18
- September 5: Campus closed (Holiday)
- September 8: All school picnic
- September 29: Financial aid disbursement
- October 3-7: Program Completion forms due
- October 12: No Classes (Open House)
- October 14: End of first eight weeks
- October 25: Financial Aid disbursement
- November 24-25: Campus closed (Holidays)
- December 16: December graduation ceremony
- December 19: Grades due
- December 23- January 16: Winter break–No classes
- December 23- January 2: Campus closed (Staff Winter Break)

2017

- January 2: Campus closed (Holiday)
- January 16: Campus closed (Holiday)
- January 17: Spring semester begins
- January 17-23: Drop/Add period
- February 23: Financial aid disbursement
- March 10: End of first eight weeks
- March 13-17: Spring break–No classes
- March 28: Financial aid disbursement
- April 13-14: No classes (Campus closed)
- May 11: All school picnic
- May 19: Last day of Spring semester classes
- May 20: Spring Graduation Ceremony
- May 22: Grades due
- May 29: Campus closed (Holiday)
- June 5: Summer semester begins
Mission & Vision Statements & College Values

MISSION STATEMENT
Southwest Wisconsin Technical College provides individualized lifelong learning opportunities that focus on students and communities.

VISION STATEMENT
Southwest Wisconsin Technical College will be a leader in learning-centered education.

COLLEGE VALUES

**Learning**
We make high-quality, affordable education accessible to our diverse population. We help students develop the knowledge, skills, and attitudes needed for workforce success.

**Integrity**
We promote a cohesive culture that is based on professionalism, fairness, trust, and respect. We work as a team to maintain a healthy environment of open communication, transparency, and dedication to the mission of Southwest Tech.

**Accountability**
We hold ourselves and our teams responsible for achieving academic and fiscal College goals as established by the District Board.

**Partnerships**
We work together to set and attain goals that support our strategic directions. We collaborate internally with students and staff and externally with businesses, donors, alumni, retirees, and the community to identify needs and provide services that impact lives.

**Innovation**
We foster creativity and student success while exceeding industry needs. We leverage our rural perspective and progressive entrepreneurial spirit by utilizing emerging technologies that incorporate trend-setting techniques and strategies.

**Continuous Improvement**
We attract forward-thinking team members. We support and promote their personal and professional development in order to produce high-quality, relevant programs and services, essential to our growth and sustainability as a college.
Southwest Tech Executive Team

Jason Wood ----------------------------- President
Karen Campbell ------------------------ Executive Assistant
Caleb White ----------------------------- Vice President for Administrative Services
Krista Weber --------------------------- Director of Human Resources
Barb Tucker ----------------------------- Director of College Effectiveness
Holly Clendenen ------------------------ Executive Director of Southwest Tech Foundation & Real Estate Foundation
Holly Miller ----------------------------- Dean of Students
Katie Garrity --------------------------- Chief Academic Officer, Executive Dean
Richard Ammon ------------------------- Dean of Business, Management & General Studies
Derek Dachelet ------------------------- Dean of Industry, Trades, & Agriculture

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 fully accredited by The Higher Learning Commission and a member of the North Central Association of Colleges and Schools. Programs are also approved by the Educational Approval Board for the Veterans Administration. Other accreditation sources are updated on our [web site](#).

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Core Abilities With Performance Indicators

- Act Professionally
- Communicate Clearly
- Value Learning
- Work Productively
- Work Cooperatively
- Solve Problems

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**Services for Students**

**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 [web site](#) for more details.

**Bookstore Policies**

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. Please visit the web site for more details. All Bookstore Policies can be found on the bookstore [web site](#).

Policies include Shipping Policies/Rates and Textbook Return Policy and also includes ordering information.

**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.

**Career Connections**

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 across from Charley’s Student Center, 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.

**Creative Elements Salon**

All services related to the Cosmetology program, including haircuts, haircoloring of all techniques, hair styling, nail services, and facials, are available to student customers and campus employees. These students work under the supervision of a licensed Cosmetology Instructor at all times. Creative Elements Salon is a full service salon that offers all services a full service salon would offer with a new exceptions.
Dining Services
Southwest Tech students can enjoy on-campus dining featuring:
- Daily specials
- Soup and salad bar
- Grill choices
- Grab and go items
- 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 health certificate on file.

Housing
The Southwest Tech Foundation currently offers student housing for up to 108 students annually. Four styles of apartments feature different amenities to meet student needs. Housing is located within easy walking distance of campus and is available on a ten month (school year) lease. A Student Housing Application is available online or by contacting the Resident and Student Life Manager. As on-campus housing is limited and available on a first-come, first served basis, please submit your application as soon as you are accepted at Southwest Tech.

Library Services
The Southwest Tech Library, located in the Knox Learning Center, contains books, journals/magazines, audio visual materials, online resources, study rooms, Chargers Cupboard, and so much more. Southwest Tech students, instructors, and staff may check out materials from the Library. The public is also welcome. District residents who can present valid identification may receive a visitor’s card and enjoy full library privileges.

If a book, magazine article, or audiovisual is not available at Southwest Tech, the Library can request it from other sources at no charge.

Reference assistance is available at the circulation desk, (608) 822-2336. Computer workstations, Black/White and color printer/scanner is also available. There is a nominal charge for copies that are charged to your student print account. A photocopying machine is available to students and staff at a minimal charge.

Karen R. Knox Learning Center
The Learning Resources in 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 contains two fully equipped service areas: the Reading/Writing Center, where help in writing, reading, and related study skills is available; and the Math/Science Center, where students receive help to improve math and science skills. Both centers provide one-on-one tutoring, small group instruction, and computer-aided instruction.

- The Learning Center welcomes walk-ins—no appointments are necessary. However, some students are scheduled for courses in the Learning Center. This would be reflected on your schedule. Please consult the Learning Center staff with questions.
• The Learning Center is currently located in Building 300, Room 314.
• The Learning Center follows the regular college calendar.
• For information about services and operating hours, contact Ext. 2632

Tutoring Services by Academic Success Coaches
Do you need assistance with Reading, Writing or Math/Science. Our Academic Success Coaches are available to help.

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.

Mental Health Counseling
Gina Trollop, LCSW provides individual, and group counseling 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. Schedule an appointment!

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.
• Visitors 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 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.

Security
As a campus community one of our top priorities is the safety of our staff and students. 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. Any concerns or distressing behaviors that you feel should be brought to the attention of the Southwest Tech Staff, should be reported as a student incident or employee incident. 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; contact Security@swtc.edu.

Student Success Coach
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.

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).

Accommodation 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.

Student Technology Help Center (Tech Ninjas).
The Southwest Tech Student Help Desk 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.

Get Involved

Student Ambassadors
The members of the Student Ambassadors are energetic students selected to be the College’s student public relations, marking and recruitment team. Learn more!

Campus Clubs
Southwest Tech offers more than twenty clubs and organizations. Get involved and meet other students on campus.

Phi Theta Kappa
Phi Theta Kappa is the International Honor Society of two-year colleges. Learn how to become a member.

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

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.

Credit Agreement
Please see Terms of Agreement Financial Responsibility.

Payment Plan
We have several payment options available, including online, via phone, in person, or by mail.

Refund Policy
Read our detailed refund policy to determine how much you will be refunded, depending on when you notify us of withdrawal.

Student Lockers
Students may reserve lockers in the Bookstore for the following school year (August – May) on a first-come, first-served basis. A small rental fee is due when a locker is reserved.

Testing Fees
College testing varies in price depending on the tests required for placement into a course or a program. Contact the Testing Center at 608.822.2313 for more information.

Transcript Request Fee
Students may request transcripts from Students Services in person or by mail, fax, or e-mail. A $10 fee is charged for each official transcript requested.

Examples of Other Fees Student 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

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 web site calendar for important dates. All funds are subject to federal and state regulations.

Application Procedures

Priority Date–April 15. Incoming students who plan to begin classes in August are encouraged to apply for financial aid in the spring of the preceding academic 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 during spring semester 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.
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 Agreement

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 schooldays after the start of the semester.

2. Federal Direct Stafford Subsidized Student Loans and Federal Unsubsidized Student Loans are also disbursed twice each semester during the school year. Students can access their awards through their Student portal under the financial aid panel. The student’s awards are split between the semesters. The first disbursement of grants and the first half of student loans is approximately 30 days after the start of the semester, provided all necessary paperwork is completed and on file. The 2nd Loan disbursement is approximately at the mid-point of the semester.

3. Student federal work-study checks are disbursed monthly 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 that 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, they 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.

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 in late October for first semester and in 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 program counselor. 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.

Financial Aid Appeal

A process by which a student who is not meeting Southwest Tech’s Satisfactory Academic Progress standards is allowed to petition for reconsideration of the student’s eligibility. The Financial Aid Appeal form can be obtained from the staff in the Financial Aid Office. 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.
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 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. Suspension. Students may appeal the suspension as stated in the following information.

Online/ITV/Correspondence Courses

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

Online/ITV/correspondence 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. 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 Office requires this form to be completed by all student that will be receiving financial aid. The financial aid office will mail a letter to students that have applied for financial aid that will give the link for them to access this form. The questionnaire is also available at www.swtc.edu, the financial aid page, under required forms.

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.

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.”

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 regulations stipulate that the maximum timeframe is 150% of the published credit requirement of each eligible program. This timeframe is based on total credits attempted, even if financial aid was not received while enrolled; and includes all classes students take at Southwest Tech, transfer into their program at Southwest Tech, repeat into their program at Southwest Tech, repeat, fail, withdraw from or receive incompletes in.

Example

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

Example

A program that requires 32 credits for graduation. 32 x 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.

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 calculating 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.

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)

**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
- Technical Excellence (TES)

**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. 2319

**Foundation Emergency Loan Fund.** Under certain circumstances, students may obtain a modest short-term loan from the Foundation Emergency Loan Fund. Applications are available in the Financial Aid Office, which has the discretion to make or deny emergency loans.

Southwest Wisconsin Technical College Foundation, Inc. The Southwest Tech Foundation offers numerous scholarships each year. Scholarship applications are available online from late October to December. A selection committee meets in January to review applications and select scholarship recipients. Southwest Tech hosts its annual Scholarship and Awards Ceremony each spring 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 Certifying Official, 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 VA 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. Please see our web site for more detailed information.

**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. Please see our web site for more detailed information.

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 Certifying Official in the Financial Aid Office. This person is available in person or via phone 608.822.3262, Ext. 2320, or via email veterans@swtc.edu.

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 Certifying Official. 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.

Student Records

Application for Graduation
To receive your diploma and/or participate in the graduation ceremony, you must complete the Program Completion Application form and submit it to Student Services. The Program Completion Application form is now submitted online using MySWTC. A link to the form will be on your Student Portal home page.

Changing Classes (Drop/Add)
Students may make class or program changes during the drop/add period each term, including summer. If a class is added during this period the normal tuition charges for that class apply. If exchanging a class with another class of equal value there is no charge if done within the drop/add period. This exchange must be completed by the Records department at Southwest Tech found in the Students Services Department. If dropping a class after the class begins, **100% refund will not be issued and the Standard State Refund Policy applies** (found under the Tuition and Fees Section of the Handbook) takes effect. Paperwork can be accessed in Student Services.
All students are responsible for dropping their own courses by going to their MySWTC and removing themselves from the course or by filling out the drop/add form, which can be found online or in Student Services. Non-attendance does not automatically drop a student from a class or take away their financial responsibility.

Courses that students fail to attend that are not dropped will receive a failing grade of an F.

Transfer and Advanced Standing

Southwest Tech recognizes that students come to college with experiences that have provided learning that equals or exceeds the learning that takes place in the classroom. A student has the option to test out of courses in which he/she feels the learning was achieved before coming to Southwest Tech.

The following are ways in which students qualify for advanced standing:

1. Transferring credits from other technical institutions, colleges, or universities, or through high school articulation agreements. Students desiring to transfer postsecondary credits should have official transcripts sent to Student Services at Southwest Tech for evaluation. Only classes that are equivalent to those offered at Southwest Tech and in which a grade of “C” (2.0) or better was earned are accepted for advanced standing. Southwest Tech reserves the right to determine credits by tests or examination. These courses will not calculate into the student’s cumulative grade point average.

2. Satisfactory completion of a recognized Wisconsin Youth Apprenticeship Program. Students must provide Student Services with a copy of their Certificate of Occupational Proficiency to receive advanced standing credits. Forms and procedures for advanced standing are available from Student Services.

3. Evaluation of studies through military training programs. Students with military experience must submit a copy of the DD-214 form and a copy of the Joint Service Transcript (JST) or Community College of the Air Force transcript (CCAF). The transcripts and work experience identified in the documents will be evaluated in comparison to the program requirements to award credits.

4. A satisfactory score on a national accredited exam. Students who have completed these tests will need to present the official transcript/report from the testing service.

5. A satisfactory score on a challenge exam. Students contact the testing center on the Southwest Tech campus to arrange to complete a challenge exam. The exam may be a written test or a demonstration test, depending on the course.

6. Evaluation of current, industry approved, certificates. Students will provide copies of the certification and a description of the skills required for the certification.

7. Evaluation of previous work experience, leadership, and organizational experiences. Credit may be awarded through a portfolio to document the learning from previous experiences.

Forms and procedures for advanced standing are available from Student Services. Students seeking advanced standing must provide documentation of their experiences and accomplishments, and they must complete all transfer and advanced standing requirements six weeks prior to the end of the semester in which they are enrolled.

Transfer of Credits

To transfer credits to another learning institution, students must satisfy the course, credit, and grade requirements of that institution, which has sole discretion to accept or deny transfer credits. Students who are enrolled in or have graduated from a Wisconsin Technical College System (WTCS) institution and who wish to continue their education in the University of Wisconsin (UW) System may be eligible to transfer credits toward their bachelor’s degree in the following ways:
• WTCS students may be eligible to transfer up to 15 credits of general education coursework.
• Students who have earned an associate of applied arts or an associate of applied science degree may be eligible to transfer certain technical support and/or occupational credits when a direct relationship exists between a particular WTCS degree program and the desired program at a particular UW System institution.
• Students transferring from the WTCS may earn credit by achieving appropriate scores on national standardized examinations [e.g., College Level Examination program (CLEP)] or on exams developed by the UW System transfer institution.

For more information about transfer opportunities, Southwest Tech students should consult with a counselor in Student Services, the admissions office at a UW System institution, or visit the Transfer Information System (TIS) web site at www.uwsa.edu/tis/.

Southwest Tech has the following transfer agreements:
- Universal Transfer Liberal Arts
- Bellevue University
- Cardinal Stritch University
- Clarke University
- Franklin University
- Herzing University
- Iowa State University Transfer
- University of Phoenix
- University of Green Bay
- University of Oshkosh
- University of Wisconsin Schools
- Upper Iowa University

Credit hours
Associate degree and Liberal Arts courses must be assigned credit and be approved by the system office before offering to students. Assignment of credit will be based on the standards below.

Dean’s List
The Deans’ 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). Part-time students enrolled in associate degree and technical diploma programs are eligible for the Deans’ List once a minimum of 12 credits has been completed. Honors are not awarded to students who have an “I,” “IP,” or “F” grade on their semester transcript.

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.

Withdrawal (“W”)
Withdrawal applies to courses that students drop after the official refund period expires. A student can withdraw from a course by notifying Student Services in writing (letter or email) or in person and completing the required withdrawal form (see advisor for assistance). The official withdrawal date is the date the above steps are completed. 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 Support Services Specialist is located in Bldg. 300, Knox Learning Center, Room 314. Email is accom@swtc.edu and phone number is 608.822.2632. The narrative appears in a student’s record and states what the student was able to accomplish in the course.

Repeat Course (“R”)
Any student may register and pay fees to repeat a course. When a course is repeated, only the highest grade earned is used to calculate grade point average. Grades for both courses will appear on the student’s transcript with denotation.

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 at www.swtc.edu.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Explanation</th>
<th>Grade Points for Each Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Below Average</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
<td>0</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
<td>0</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>0</td>
</tr>
<tr>
<td>X</td>
<td>Audit</td>
<td>0</td>
</tr>
<tr>
<td>N</td>
<td>Narrative (written evaluation on file)</td>
<td>0</td>
</tr>
<tr>
<td>R</td>
<td>Repeat Course</td>
<td>0</td>
</tr>
<tr>
<td>NR</td>
<td>Not Reported</td>
<td>0</td>
</tr>
<tr>
<td>NG</td>
<td>No Grade Issued</td>
<td>0</td>
</tr>
<tr>
<td>IP</td>
<td>Course in Progress</td>
<td>0</td>
</tr>
<tr>
<td>A1</td>
<td>Advanced Standing: Youth Apprenticeship</td>
<td>0</td>
</tr>
<tr>
<td>A2</td>
<td>Advanced Standing: Youth Apprenticeship</td>
<td>0</td>
</tr>
<tr>
<td>A9</td>
<td>Advanced Standing: Other</td>
<td>0</td>
</tr>
<tr>
<td>T</td>
<td>Transfer Credit</td>
<td>0</td>
</tr>
</tbody>
</table>

Grade Change Procedures
Questions about a course grade that appears in a final grade report should immediately be brought to the attention of the instructor. An instructor can officially initiate a grade change up to one year after course completion. Grade dispute procedures can be
Grade Point Average

Permanent semester grades are used to compute grade point average (GPA). A cumulative GPA includes all credits completed at Southwest Tech.

Grade Reports

Students are able to review their grades electronically on their MySWTC. Students with outstanding financial obligations to the College will have their transcripts withheld.

Notice Regarding Directory Information

FERPA requires Southwest Tech, with certain exceptions, to obtain a student’s written consent prior to disclosing personally identifiable information in the student’s education records. However, under FERPA the College may disclose appropriately designated “directory information” without written consent, unless a student has expressly forbidden the College to do so according to Southwest Tech procedures. The purpose of having certain information deemed directory information is to enable the College to publish directory information contained in a student’s education records under certain circumstances such as awards, honors, graduation, publications, news releases and photos. The student also has the right to withhold any directory information that they wish from any third party by filling out a Privacy Request Form. Please consider carefully the consequences of any decision made to withhold directory information, as any future requests for such information from non-institutional persons or organizations such as prospective colleges and employers will be refused. Southwest Tech will honor an individual’s request to withhold directory information until removed by the person, but cannot assume responsibility to contact a student for subsequent permission to release information. Students 18 years or older or parents of minors must notify Southwest Tech if they do not want directory information released without prior consent.

Southwest Tech has designated the following as directory information:

- Name
- Field of academic study
- Participation in officially recognized campus activities
- Dates of attendance
- Degrees and awards, dates received
- List of previous educational study or institutions attended
- Photographic and video images
- Address
- Email Address
- Enrollment Status

If you do not want Southwest Tech to release directory information to anyone, you must complete the Privacy Request Form.

Graduation

Candidates for graduation must earn at least 25 percent of their program credit requirements 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. Student 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 form must be completed for each program the student is graduating from in order to process the graduation paperwork and receive a diploma. Students with outstanding financial obligations to Southwest Tech will not receive their diploma. 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.**

**Photo 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 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 Student Services to obtain their Student ID. The Southwest Tech Student ID card is required for many services on campus.

Prior to receiving a Southwest Tech Student ID or upon losing their Student ID, students will be asked to verify their identity with a government form of photo identification when accessing services on campus. Students may pay to have another Student ID issued in the Knox Learning Center if one is lost or damaged.

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.

**Release of Other Records**

Records are not released to parents of students who are 18 years or older without student consent. Non-directory information is not released to anyone without student consent in writing. Information can be disclosed without student permission, as provided by FERPA:

1. Agencies providing financial assistance to a student, such as employers, Division of Vocational Rehabilitation, and the Veterans Administration.
2. The Wisconsin Technical College System State Board.
3. Faculty and staff of Southwest Tech who have a legitimate educational need for the information and auditors with approved access.
4. Courts or legal offices on the basis of a subpoena.
5. Properly authorized educational authorities for the purpose of research, provided the information is not given in a format that identifies the subject.
6. Agencies involved in collection of a debt owed to Southwest Tech.
7. State and local officials to whom disclosure is required by state statute adopted prior to November 19, 1974.
8. In a health or safety emergency.

**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.

**Retention Policy**

Student Services keeps 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. Thereafter, only official Southwest Tech grade transcripts are archived; all other documents may be purged.
Satisfactory Academic Progress

ACADEMIC PROBATION Program students who do not achieve a minimum cumulative 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 cumulative GPA of 2.0 by the end of their probationary term will be placed on Academic Denial and dropped from their program. Approval from the division dean(s) is then required for these students to be readmitted to their former program or to a new program. Academic Forgiveness Procedures can be found in this handbook under the Academic Code of Conduct.

Transcripts

Official student transcripts are maintained in Student Services. A $10 fee is charged for all Official/unofficial transcripts. Students may request in writing to receive copies of official/unofficial transcripts or to have official/unofficial transcripts mailed to specific recipients such as other colleges or employers.

Official transcripts for any student with an outstanding financial obligation to the College will be held until the obligation is paid. Some 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. Program advisors are available to review transcripts with students.

Need to Know

Antidiscrimination

Southwest Wisconsin Technical College does not discriminate on the basis of race, color, national origin, sex, disability or age in employment, admissions or its programs or activities. Southwest Tech offers degrees, diplomas, apprenticeships and certificates in agribusiness, business, graphics, home economics, industrial, and health. Admissions criteria vary by program and are available by calling our Admissions Office at 608.822.2354. The following person has been designated to coordinate Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973 and to handle inquiries regarding the College's nondiscrimination policies: Equal Opportunity Officer, Southwest Wisconsin Technical College, 1800 Bronson Boulevard, Fennimore, WI, 53809. Call 608.822.2315 / 608.822.2072 (TTY).

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, only those staff required by their supervisor to report to or remain on campus should be on campus.

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 (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.

- **File a Complaint**

A copy of the submitted information will be sent to the email provided for your records. Be sure to hit the Submit button at the bottom of the page when you complete the form and are ready to submit it. This form will be reviewed and forwarded to the appropriate party for action.

**Equal Opportunity and Affirmative Action Policy Statement for 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. 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.

**FERPA**

**Notification Rights Under FERPA.** Southwest Tech complies with the Family Educational Rights and Privacy Act of 1974 (FERPA). FERPA affords students certain rights concerning their educational records.

These rights are as follows:

- Students have the right to inspect and review their education records within 45 days of the date that Student Services receives a written request for access that identifies the record(s) sought. Student Services will arrange for access and notify a requesting student of the time and place for inspection. If the records are not maintained by the office to which the records request was submitted, that office shall direct the student to the correct office/department.

- Students who believe that they have inaccurate or misleading education records may ask the College to amend them. A written request should be directed to the office responsible for maintaining the record, clearly identify the questioned part of the record, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested, the College will notify the requesting student of the decision and of the student’s right to a hearing on the denied request. At that time, the College will also provide the student with additional information on hearing procedures.

- Students have the right to consent to disclosure of personally identifiable information contained in their education records, except to the extent that FERPA authorizes disclosure without consent.

- The right to file a complaint with the U.S. Department of Education concerning alleged failure of the College to comply with the requirements of FERPA. The relevant address is:
  
  Family Policy Compliance Office
  U.S. Department of Education
  400 Maryland Avenue, SW
  Washington, DC 20202-4605

**Grievance Procedure – Due Process**

Southwest Tech will provide equal opportunity in educational programs and services to all persons regardless of age, race, color, creed, religion, disability, marital status, parental status, sex, national origin, ancestry, sexual orientation, or pregnancy unless such status relates to a bona fide academic qualification. Services, financial aid, and other benefits of this College are provided on a nondiscriminatory basis. Students who sincerely believe they have been discriminated against or harassed by any member of Southwest Tech staff (full-time or part-time employees of the Board) have the following due process procedures available to resolve it:
1. **Definition of Grievance**

A grievant is a complainant who is currently enrolled; is currently seeking access to an educational service, program, course or facility at the college; or who has been enrolled or who has sought access to an education service, program, course or facility at the college within the last 30 calendar days who alleges discrimination based on a protected status or prohibited harassment.

2. **Grievance Procedures**

A. The Dean of Students will facilitate grievance procedures.

B. A grievance must be presented by a complainant on the complaint form.

C. A grievance must be filed within 30 school days of the action causing the complaint.

3. **Notification**

A written notice and copy of the grievance shall be forwarded to the person(s) against whom the grievance has been filed (hereafter referred to as the respondent).

4. **Primary Review of Grievance**

Within ten days (when classes are in session) of receipt of the written grievance, the following shall be initiated:

A. Notify the president of the College in writing that a grievance has been filed.

B. Establish individual meeting(s) with the complainant(s) and respondent(s).

C. If the problem is not resolved, establish group meeting(s) with persons involved.

D. If the grievance is resolved as a result of the above meeting(s), a written statement will be forwarded to the president of the College with copies to both the complainant(s) and respondent(s).

E. If the grievance is not resolved, a grievance committee will be formed.

5. **Grievance Committee**

A grievance committee shall consist of one student, one instructor, and one Division Dean. The Director of Human Resources shall chair the committee but is a nonvoting member. Witnesses may be called.

**Harassment/Crime Stat Content**

Southwest Tech is committed to our Student’s right to know about the security of campus. We are transparent about reporting crime statistics about campus safety in observance of federal laws including the Jeanne Cleary Disclosure of Campus Security Policy and Crime Statistics Act, the Violence Against Women Act, and the SaVE (Sexual Violence Elimination) Act.

**Internet Acceptable 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.

Service Animal Policy
Southwest Tech’s service animal policy by persons with disabilities is intended to meet the needs of the entire campus community in an atmosphere of open communication and inclusion.

Smoking/Tobacco Products
Tobacco use is only allowed in three designated tobacco use areas on campus (this includes smokeless tobacco). Each area is marked with a sign.

• Inside the gazebo near Building 100 (General Education Building)

• A designated area east of the Ag/Auto Center in the parking lot

• A designated area behind Building 600 (Manufacturing Center)

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.

Student Code of Conduct
The Student Code of Conduct establishes procedures necessary to maintain and protect an environment conducive to learning and keeping with the educational objectives of Southwest Tech.