

Southwest Wisconsin Technical College  
Fennimore, Wisconsin  
Point Reduction/Traffic Safety School

**ATTENDANCE POLICY**

Attendance guidelines for the course are based on Wisconsin State statute. Failure to comply with these guidelines will result in an unsatisfactory grade in this class. **Please take the time to read and fully understand the following policy.**

1. Once enrolled in a class, the student is required to attend all sessions and is basically "locked in."
2. **\*\*No absences may be allowed for classes which meet for more than three hours.\*\***
3. The only excusable absences are illness, hospitalization, death in the immediate family. A student must document in writing why they missed a class and show proof in writing from a doctor (illness or hospitalization), death announcement (death in family).
4. PRIOR to missing a class for any of the above reasons, the supervisor's office must be notified in writing regarding your absence and approval granted by the office.
5. If a student meets the requirements for a make-up assignment, the assignment will be designated by the instructor for the excused absence from class and will reflect hours missed from class. Instructor's approval is required for all make-up assignments. It is the responsibility of the student to have all requirements for make-up assignments turned in to the instructor prior to the last class session. Students who turn in unsatisfactory or late assignments will receive an unsatisfactory for the course.
6. No student who is tardy by more than 20 minutes may receive credit for the class. Only one tardy, less than 20 minutes, shall be allowed.
7. NO ONE may miss the first class session and continue in that class. If you have an unexcused absence you must repay your class fees.
8. A student who missed a class session with an unexcused absence will not satisfactorily complete the course.
9. Students attending class under the influence of alcohol/drugs will automatically fail the course.
10. Disqualification from class may occur when the student reflects the idea (attitude) to the instructor or other students that the course is not worth the time.
11. Refunds are made only for the following reasons:

- a. If a student withdraws and makes written request for a fee refund 3 days prior to the first scheduled class session.
  - b. If a student transfers to another vocational district prior to the first scheduled class session.
12. Cell phones are prohibited from the classroom.
  13. All students must respect the confidentiality of others in the class. Students should not use names or private information outside of the classroom.

If you have any questions regarding the above policy, please feel free to discuss it with the coordinator's office.

Public Safety Contact Information:

Tammie Engelke, Administrative Assistant: **(608) 822-2700**  
Pam Johnson-Loy, Administrative Assistant: **(608) 822-2709**  
Kris Wubben, Public Safety Supervisor: **(608) 822-2706**

Public Safety Office Hours:

Monday to Thursday: 8:00 a.m. to 7:30 p.m.  
Friday: 8:00 a.m. to 4:00 p.m. (*Southwest Tech Campus is closed Fridays during the months of June & July*)  
Saturday: 7:30 a.m. to 11:30 a.m.

E-mail: [publicsafety@swtc.edu](mailto:publicsafety@swtc.edu)

Traffic Safety Class Link: <https://portal.swtc.edu/CE/trafficsafety>

Website: <https://www.swtc.edu/>

