



NORTHEAST

WI Technical College

Student Handbook

2022 - 2023

Campus Locations

NWTC Green Bay

2740 West Mason St, Green Bay, WI 54303

NWTC Marinette

1601 University Drive, Marinette, WI 54143

NWTC Sturgeon Bay

229 N. 14th Avenue Sturgeon Bay, WI 54235

NWTC Aurora

2030 Calvary Drive Aurora, WI 54151

NWTC Crivitz

418 South Hwy 141 Crivitz, WI 54114

NWTC Luxemburg

133 Commerce Drive/Hwy 54 Luxemburg, WI 54217

NWTC Oconto Falls

649 E Jackson St Oconto Falls, WI 54154

NWTC Shawano

111 Thomas Avenue Shawano, WI 54166

Specialty Centers

Artisan and Business Center

1417 Cedar Street Green Bay, WI 54302

Learning and Innovation Center

in partnership with Nicolet Bank

2438 S. Bay Shore Drive Sister Bay, WI 54234

Universal Driving Facility

4975 Glendale Ave Howard, WI 54313

North Coast Marine Manufacturing Training Center®

1428 Main Street Marinette, WI 54143

Northeast Wisconsin Technical College *Land Acknowledgement Statement*

The region served by Northeast Wisconsin Technical College **occupies the ancestral home** of the Menominee Nation, who have **persisted here** in Northeast Wisconsin from **before recorded history** to the present day.

The College's Green Bay campus exists **upon lands ceded from the Menominee Tribe to the Oneida Nation.** We acknowledge this land we stand upon today as sacred, historical, and significant to the Menominee and Oneida Nations, as are the **lands of all First Nations People.**



"occupies" demonstrates an acknowledgment of stewardship rather than ownership that is important to Native people



"persisted" acknowledges the struggle and resilience of the Menominee people to continue to exist in the only place they have ever called home as described in "from before recorded history"



honors the transfer of stewardship between tribes, rather than highlighting the removal of tribes



this is a statement meant **to be inclusive to all of Wisconsin's many tribes** that at one time called our district home

NWTC does not discriminate on the basis of age, race, color, disability, sex, gender, sexual orientation, gender identity, national origin or other protected classes. Inquiries regarding the College's nondiscrimination policies may be directed to the Chief Officer for Diversity, Equity, and Inclusion at 920-498-6826 or equity@nwtc.edu.

nwtc.edu/land



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NOTICE: Northeast Wisconsin Technical College reserves the right to change information as published in this student handbook at any time, without prior notice.

2022-2023 ACADEMIC CALENDAR

Summer Semester Begins	June 6, 2022
Holiday (no classes)	July 2-4, 2022
Summer Semester Ends	August 1, 2022
Fall Semester - Session 1 Begins	August 13, 2022
Labor Day (No Classes)	September 3-5, 2022
Fall Semester – Session 1 Ends	October 10, 2022
Fall Break (no classes)	October 13-18, 2022
Fall Semester – Session 2 Begins	October 19, 2022
Registration for Spring 2023 Semester; Veteran’s Priority	November 2, 2022
Registration for Spring 2021 Semester; All Continuing Students	November 3, 2022
Thanksgiving Recess (no classes)	November 24-27, 2022
Mid-Year Graduation – Green Bay	December 15, 2022
Fall Semester – Session 2 Ends	December 18, 2022
Holiday Recess (all campuses closed)	December 24, 2022 – January 1, 2023
Spring Semester – Session 1 Begins	January 14, 2023
Martin Luther King, Jr. Day (all campuses closed)	January 16, 2023
Spring Semester – Session 1 Ends	March 13, 2023
Spring Break (no classes)	March 15-21, 2023
Spring Semester – Session 2 Begins	March 22, 2023
Registration for Summer/Fall Semester; Veteran’s Priority	April 3, 2023
Registration for Summer/Fall Semester; All Continuing Students	April 4, 2023
Easter	April 9, 2023
Spring Semester – Session 2 Ends	May 16, 2023
Graduation – Sturgeon Bay	May 16, 2023
Graduation – Green Bay	May 17, 2023
Graduation – Marinette	May 18, 2023
Memorial Day	May 27, 2023 – May 29, 2023

2023-24 ACADEMIC CALENDAR

Summer Semester Begins	June 11, 2023
Summer Semester Ends	August 5, 2023

NWTC CAMPUSES AND PHONE DIRECTORY

Green Bay	(920) 498-5400 or (800) 422-NWTC
Marinette	(715) 735-9361
Sturgeon Bay	(920) 746-4900
Aurora	(715) 589-2768
Crivitz	(715) 854-3338 or (866) 854-3338
Luxemburg	(920) 845-5945 or (866) 845-5945
Oconto Falls	(920) 848-6982 or (866) 639-6982
Shawano	(715) 524-2418 or (877) 316-1274

Area (Green Bay)	Room	Phone
Academic Advising	SC240	(920) 498-5444

Apprenticeship	ET101	(920) 498-5682
Assessment Center	SC365	(920) 498-5427
Basic Education	SC305	(920) 498-5421
Bookstore – Green Bay	SC145	(920) 498-5407
Campus Care	SC120	(920) 498-6993
Career Services Center	SC128	(920) 498-6250
College Diversity	CC224	(920) 498-6826
College of Business	BT300A	(920) 498-5435
College of Business Computer Lab (Open Lab)	BT233	(920) 498-5546 (920) 498-5438
Counseling Center	SC231	(920) 498-5444
Disability Services	SC229	(920) 498-6904 (920) 498-6901 (TTY)
Enrollment Services Includes: - Call Center (Room SC210) - Financial Aid (Veterans) - Admissions and Enrollment - Student Records (Transcripts, Grades) - Student Financial Services - Welcome Center	SC240	(920) 498-5444 or (888) 385-6982
General Studies	SC305	(920) 498-5421
Group Dynamics/Traffic Safety	CC102	(920) 498-5526
Gym	CC115	
Health Sciences and Education	HS310	(920) 498-5543
International Programs	SC118	(920) 498-5702
Library & Computer Lab	SC215	(920) 498-5493
Marinette Main Office/Welcome Center Includes: - Academic Advising - Admissions and Enrollment - Bookstore - Financial Aid - Registration	MNSC100	(715) 735-9361
Public Safety	CC102	(920) 498-5485
Safety and Security	SC121	(920) 498-5699
Scholarships/Foundation	DO207	(920) 498-6931
Service Learning & Civic Engagement	SC209	(920) 498-5431
Student Help Desk		(866) 235-5037
Student Involvement	SC118	(920) 498-5483
Student Support Services Includes: - Childcare funding & resources - Community Connections	SC133	(920) 498-6258

<ul style="list-style-type: none"> - Financial Coaching Resources - Foster Youth Support - Kresge Foundation BOOST - Pencil Box - Safe to Study – Housing Program - Shared Harvest - Student Emergency Fund 		
Sturgeon Bay Welcome Center Includes: <ul style="list-style-type: none"> - Academic Advising - Admissions and Enrollment - Bookstore - Financial Aid - Registration 	SBSC101	(920) 746-4900
Trades & Engineering Technologies	ET101	(920) 498-5461
Unity Lounge	SC116	
Veterans Lounge	SC136	(920) 498-6928
Veterans Office	SC134	(920) 498-5744
Weather Information Line		(920) 498-6928

QUICK REFERENCE GUIDE

Absences

It is not necessary to contact NWTC for an absence of one or two days unless requested by instructor. If a specific instructor requires students to report absences, students should phone the instructor directly at the number provided on the course syllabus. A message can be left on the instructor's voice mail or email. If students are attending an evening course, they should contact the instructor's department and request that a message be given to the instructor.

Children/Guests in the Classroom and/or Labs

Instructors are not authorized to permit children or unauthorized guests in the classroom. Only registered students are allowed in classrooms. If a student brings a child or guest to class, that student will be asked to leave the class. Also, unattended children are not allowed in College buildings.

Copy Machines, Scanners and Printers

The Library (SC215) is the largest computer lab on campus and provides students with the ability to make copies, scan to email, and print. Students can send print jobs from home or from mobile devices by using the web print option at print.nwtc.edu, by using their NWTC email account to send attachments to print@nwtc.edu, or by using the Off-Campus Software app. Other computer labs and some hallways also provide printers for student use.

All enrolled students receive a print allocation for their personal and academic use. At the time of enrollment for the next semester, students will receive an additional allocation. Students may add more funds to their print account during the year but will not receive a refund for unspent funds. The NWTC Electronic Usage Policy applies to district printers.

Emergency College Closing

In the event of an emergency college closing, a district-wide, mass notification will be executed using the RAVE alert system. To receive notifications to a cell phone or email account, students must sign up for the free service at: <https://www.getrave.com/login/nwtc>.

Emergency Messages for Students

Should a family member need to contact a student for an emergency, Emergency calls are calls in which the situation prompting the call is grave, life threatening or once-in-a-lifetime events or notification of serious accidents involving great injury. Very few situations should be considered a true emergency.

NWTC Green Bay	(920) 498-5444, or (800) 422-NWTC
NWTC Marinette	(715) 735-9361
NWTC Sturgeon Bay	(920) 746-4900
NWTC Aurora	(715) 589-2768
NWTC Crivitz	(715) 854-3338
NWTC Luxemburg	(920) 845-5945
NWTC Oconto Falls	(920) 848-6982
NWTC Shawano	(715) 524-2418

If an emergency call is received, NWTC staff will make every effort to notify the student immediately.

Emergency Medical Procedures

For a medical emergency occurring on campus, call (920) 498-5699. The following information must be provided to the call taker: Identify the location by building, level and room number. The room number is noted on the inside of the door frame. Describe the emergency, i.e. if the patient is conscious or unconscious. The call taker will then notify 911, and, if they are available, the campus First Responders. Stay with the person and while waiting, get any helpful information possible from the patient, i.e. medical history, doctor's name, allergies, and anyone to be notified. An Injury-Illness Report must be completed after the event. This form is located on the intranet under the Safety/Security tab.

Grade Reports

Grade reports can be viewed online at my.NWTC.

Lost & Found Procedures

All items found must be turned in to the Student Involvement Office on the Green Bay campus during listed hours of operation. If a student has lost something, contact the Student Involvement staff at (920) 498-5483 or (800) 422-NWTC, extension 5483, during the listed hours of operation.

Parking Information

Parking at NWTC is open to the general public. Parking is allowed in designated areas and marked stalls. Seasonal motorcycle parking is available in designated areas. Handicapped parking areas are clearly marked. Use of handicapped parking requires a state of Wisconsin permit. Parking for visitors is provided on the Green Bay campus. Please refer to signs for conditions of use. Posted parking is also available in Green Bay for persons using dental/medical services provided by NWTC. Walkways are also clearly marked in each parking lot. Entrances and walkways are designed to promote easy access to buildings. These areas should always be free from any obstructions.

The Green Bay Parking Utility and NWTC campus security monitor the Green Bay Campus lots. Local police departments in Marinette, Sturgeon Bay, Shawano and other outlying areas monitor parking lots to ensure safety and the free flow of traffic. Parking citations are subject to local municipal ordinances.

Standard Precautions

NWTC has a Health Emergency Plan, which follows the CDC's and Wisconsin Department of Health's regulations for both students and staff. This may require individual restriction of access to campuses and services in case of a health crisis. No student grade penalties will apply.

Starfish – Service, Support, and Early Alert System

NWTC uses a system known as *Starfish* to connect students to faculty and staff for support in classes each semester. Students may receive “kudos” from faculty to acknowledge good work, “flags” to connect with faculty to address concerns, “referrals” to services that are needed to support learning, or “to-do’s” for specific tasks needed to stay on track academically. These messages will be delivered through NWTC student email and can also be accessed in a student’s *Starfish* page, accessible from the home page of *Blackboard*.

The student page of *Starfish* also displays the “Success Network” of services and important staff available to help with many different concerns or needs. Here students can find information to contact and/or make appointments with important NWTC staff, such as academic advisors, academic coaches, and faculty. Students are encouraged to log into Blackboard>Starfish weekly for messages from faculty and advisors, upcoming appointment reminders, and a list of services to support learning.

Starfish provides faculty and staff the ability to view information about students, including but not limited to, kudos, flags, appointments, and messages, to create a better-informed, wrap-around support network to intervene and refer when classroom issues need further attention.

Transcripts

Upon successful completion of a class of study, students may request copies of their official NWTC credit transcript. Official credit transcripts can be ordered online at www.nwtc.edu for a \$10.00 fee. Unofficial transcripts may be viewed and printed on my.NWTC for no charge. On-demand transcripts may be requested on the Green Bay and Marinette campus for a \$20.00 fee.

Weather-Related School Closing

In the event of severe weather, the College will be using the following policy when closing any of its campuses and/or regional centers. It is NWTC's general philosophy to provide education for work. Like its business partners, the College will strive to remain open to serve its customers.

In the event of campus or center closings, timely notification of 6:00 a.m. (day classes) and 3:00 p.m. (evening classes) will be given to designated media. Notification will also be sent out via the RAVE alert system and will be posted on the NWTC website and the NWTC Facebook page as closings occur.

- The NWTC Weather line is updated for the Green Bay Campus and can be accessed by dialing (920) 498-6380.

- The Marinette Campus Main phone line will be changed to indicate the Campus is closed (715-735-9361).
- The Sturgeon Bay Campus Weather line is updated for the Campus and can be accessed by dialing (920-746-4935).
- Regional Centers will change their Main Line Voice Mail Message that the Regional Center is closed.
- Any class originating from an NWTC facility that is closed will also be considered closed regardless of location.

In the event of a campus closing, all students and staff are expected to leave when the campus is closed except for facilities and security staff. If the weather is threatening and campus stays open, the choice to report for class or work is ultimately up to the student or staff member. Every effort will be made to help the student make up educational experiences lost due to severe weather conditions.

College closings will not be linked to the K12 system closings; however, K12 school closings will be posted on television monitors for the benefit of students and staff who have children in elementary, middle, and high school. For K12 classes taught on the Green Bay Campus, individual cancellation of those classes will be done on a case-by-case basis by the direct Supervisor.

Sanctions will not be imposed for students who exercise reasonable judgment and do not attend class.

ACADEMIC COACHING

Academic Coaching provides an additional layer of support to ensure students achieve their academic goals. We are committed to serving all students as an academic resource, to promote student growth and success. Students who take advantage Academic Coaching report gaining an awareness of learning strategies, organization skills, time management, confidence, and personal accountability.

- We offer the flexibility of in-person and online coaching sessions for a wide variety of courses.
- Sessions are typically offered on a weekly basis and at various times to meet the needs of students.
- Students will be guided through course related materials by Professional Academic Coaches or by Coaching Assistants (Students).
- Academic Coaching is available at all NWTC campuses and regional locations. Students are encouraged to connect with someone on their campus or Regional Learning Center to learn more.
- Students are encouraged to stop in, no appointment is necessary.

The College understands courses can be challenging; help is available for students to reach their academic goals. To connect with Academic Coaching, please contact at AcademicCoaching@nwtc.edu, or call (920) 498-5639 or (800) 422-NWTC, ext. 5639. Visit the website at www.nwtc.edu/academiccoaching.

ACADEMIC CREDIT HOURS

The academic credit hour is the basic unit by which earned educational credits are measured and recorded on students' records. This unit is utilized for determining the value of academic courses and time allocated to each course as programmatic components measure a student's academic progression and degree completion. Course credit is calculated on a semester credit hour basis. Using actual contact hours, clock hours are converted to semester credit hours using the following general formulas; however, variations may take place if warranted by virtue of student learning outcomes having been satisfied.

- 15 lecture clock hours = 1 semester credit hour
- 30 laboratory clock hours = 1 semester credit hour
- 45 clinical/shop clock hours = 1 semester credit hour
- 60 simulated/occupational experience hours = 1 semester credit hour
- 180 on-the-job experience hours = 1 semester credit hour

Outside effort: In a lecture class, for every one hour in-class, you are expected to spend two hours of outside effort; in a lab class, for every two hours in-class, you are expected to spend one hour of outside effort.

ACADEMIC PROGRESSION/PROBATION POLICY

PURPOSE:

It is expected that students will make satisfactory progress each semester they are enrolled. Satisfactory progress at Northeast Wisconsin Technical College means achieving a minimum semester grade point average (GPA) of 2.0 ("C"). The following academic progress policy applies to all program-declared degree and diploma students carrying 1 or more academic credits.

Academic Warning

A program student whose GPA falls below 2.0 for any semester will receive a communication stating they will be on warning for the next semester. Students and their program Dean or Associate Dean will be notified of the "Academic Warning Status" by email. To ensure successful progress toward completion of their program, the student will be referred to participate in academic coaching for their upcoming course(s). When the next consecutive semester GPA of 2.0 or better is attained, the student will be reinstated to non-warning status.

Academic Probation

A program student whose GPA falls below 2.0 for two consecutive semesters will receive a communication they will be on academic probation for the next semester. Students and their program Dean or Associate Dean will be notified of the "Academic Probation Status" by email. To ensure successful progress toward the completion of their program, the student will be required to participate in academic coaching for their upcoming course(s) or connect with a success advisor for a holistic discussion of any challenges the student is facing. If a student does not attend academic coaching and/or connect with a success advisor during their

probation period, a hold will be placed on their account to prevent enrollment into the upcoming semester. When a semester GPA of 2.0 or better is attained, the student will be reinstated to non-probationary status.

Academic Dismissal

A program student whose GPA falls below 2.0 for three consecutive semesters will receive a communication they will be on academic dismissal for the next semester. Students and their program Dean or Associate Dean will be notified of the “Academic Dismissal Status” by email.

If a student has participated in academic coaching, they will be able to continue to enroll and will be required to actively continue academic coaching. Their status will be reevaluated at the end of their next term.

If a student has not participated in academic coaching previously and chooses not to attend coaching at this time, a hold will be placed on their account to prevent enrollment and they will be required to connect with a success advisor to explore a holistic discussion of any challenges the student may be facing.

The length of a program dismissal is one semester exclusive of summer. A student may re-enroll to the college after one semester by scheduling an appointment with a success advisor. Upon re-enrollment, the student will remain on academic probation and must meet the academic progress standards stated above and actively participate in academic coaching. Students are allowed to enroll in non-credit courses or Program Preparation coursework designed to work on basic academic skills during the semester of academic dismissal.

Appeal Process

A student has the right to request an appeal after having a conversation with a success advisor by contacting Enrollment Services and requesting an appointment with the Registrar to learn more about the appeal process and receive an appeal form to complete. After the student submits an appeal form to the Registrar, a team of NWTC staff will review the appeal, meet with the student, and make a final determination. The decision of this team is final, and there is no further appeal. If a student had previously registered for the upcoming term their next semester classes and their appeal is denied the classes will be dropped with no penalty.

Notes

Program changes will not affect a student’s Academic Progress status. Students on warning, probation, or dismissal prior to changing programs will remain on that same status.

*This policy stands as the minimum academic requirements, NWTC programs may have higher requirements.

ACCOMMODATION FOR RELIGIOUS BELIEFS

Northeast Wisconsin Technical College is committed to embracing the worth of every individual, creating a place for all people, and promoting the respectful environment necessary for intellectual and personal discovery. Removing barriers to serve a diverse population with a variety of religious beliefs and practices sustains this principle.

NWTC may provide a reasonable accommodation based on a person’s sincerely held religious belief. In making this determination, NWTC reviews a variety of factors, including whether the accommodation would create an undue hardship for the College. The accommodation request imposes responsibilities and obligations on both the requesting individual and the College.

For more information, view the College’s [Accommodation for Religious Beliefs Policy](#).

A prayer/meditation room is available in SC225 on the Green Bay campus.

Any student who has concerns should contact the Dean, Student Development, at john.grant@nwtc.edu or 920-498-6984; Valarie Wunderlich, Director Total Rewards, NWTC Talent & Culture, Valarie.wunderlich@nwtc.edu, 920-498-6935 or the Disability Services & CARE Case Manager, Kelly Schumacher, at 920-498-6390.

ACCREDITATION OF PROGRAMS

Northeast Wisconsin Technical College is accredited by the Higher Learning Commission (<https://www.hlcommission.org/>), a regional accreditation agency recognized by the U.S. Department of Education. Specialized program accreditation status is made available on individual program webpages (<https://www.nwtc.edu/academics>)

ADMISSIONS and ENROLLMENT

The Admissions and Enrollment staff can provide up-to-date information on all NWTC programs, admission/application procedures, and program wait lists. For questions regarding admission to a NWTC program, students should contact Admissions at (920) 498-5444 or (888) 385-NWTC.

Applications

Applications to enter an associate degree or technical diploma program will be accepted from students who have, at least, entered their senior year of high school. NWTC begins accepting applications a year in advance. To apply, go to www.nwtc.edu.

Freedom of Access to Admissions

NWTC admits those applicants who have the desire and the determination to obtain a technical diploma or associate degree and who have completed the application procedures outlined in its various publications. It is the responsibility of the student to complete the application procedure so that all admission requirements can be met. Completed applications will be processed on a first-come, first-served basis. Individuals will be accepted upon evaluation and approval of their entrance requirements. The high school record and other transcripts, as well as test results submitted, are used exclusively in counseling and placement of aptitudes and motivations. Individuals may be admitted in a pre-program status if the above-mentioned criteria indicate the need for skill development in one or more areas.

Applications will not be accepted from students who owe past due balances and have service indicators on their accounts that prevent registration. Students who owe money should contact the Student Finance Office and satisfy the balance owed before applying to a program.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY STATEMENT

Northeast Wisconsin Technical College is committed to compliance with Titles VI and VII of the Civil Rights Act of 1964 as amended, Title IX of the Educational Amendments Act of 1972, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act of 1990, the Civil Rights Act of 1991, the Carl D. Perkins Vocational Education Act, 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 including the Office of Civil Rights Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex, including sexual orientation and gender identity, and Handicap in Vocational Programs (34 CFR, Part 100, Appendix B). Lack of English reading/speaking skills will not be a barrier to admission and participation in Northeast Wisconsin Technical College.

Any person who believes their affirmative action rights have been violated has the right to file a grievance. The grievance must be filed within 300 days of the act. View the College's [Nondiscrimination and Anti-Harassment Policy](#) to learn more about the grievance procedure. For more information, view the [Affirmative Action/Equal Opportunity Statement](#)

AGE REQUIREMENTS

Individuals can enroll at NWTC if they meet statutory and Board-approved age requirements unless restricted by licensing, certification, or other regulations, statutes, or court decrees. Individuals who wish to enroll before reaching the age of 16, will be required to have a written consent of his/her parent or guardian, his/her high school official and a NWTC divisional representative.

Individuals participating in a home-based private educational program will need the written consent of an authorized individual and that of an NWTC divisional representative.

ALUMNI ASSOCIATION

Students who graduate from NWTC will automatically be part of the NWTC Alumni Association. The College works to keep 67,000+ graduates connected to NWTC and each other. For additional information, please contact the Foundation and Alumni Office at alumni@nwtc.edu, visit www.nwtc.edu/alumni, or call (920) 498-5713

ASSESSMENTS

Assessment Policies

The Assessment and Testing Center helps support the overall mission of Northeast Wisconsin Technical College. We provide high-quality testing services to our students and to the larger community that reflects a dedication to inclusiveness and diversity, educational advancement, and workforce development. A valid photo identification and related fees, if applicable, are required prior to testing.

The Assessment Center complies with NWTC's Academic Integrity Policy. Testers who violate the policy will be asked to leave the Assessment Center. The incident will be reported to the instructor who will determine appropriate consequences.

Admission Assessments

Students are required to meet program and course placement requirements before being fully admitted to program pathway and/or enrolling in general education courses. If placement testing is required to meet the pre-requisite, students may take the Accuplacer at any NWTC location.

Students test in Accuplacer Arithmetic, Qualitative Reasoning, Algebra and Statistics, Advanced Algebra and Functions, Reading, and Writing.

Accuplacer Testing Procedures:

1. Individuals who need to take the Accuplacer can do so on a walk-in basis within the hours listed below. For additional questions regarding the Accuplacer contact us at 920-498-5427.
 - Monday – Thursday 8:00 am – 3:00 pm
 - Friday 8:00 am – 1:30 pm
2. There is a \$20 testing fee to take the Accuplacer Test and a valid photo ID is required prior to testing.
3. If the required benchmark is not met, the tester may schedule another test session without cost within one calendar year of the first test session. No minimum timeframe between the first and second test sessions is established.
4. Another \$20 fee is assessed for a third and final test session. No minimum timeframe between the second and final test session is established. However, the third session must be completed within one calendar year of the first session.

Notes:

- The College accepts Accuplacer, TABE Level A, or ACT scores for program and course placement.
- Accommodations for students who have documented disabilities may be requested through the Disability Services office. All equivalent program and placement scores will apply.
- All testers will follow the procedures outlined above regardless of testing site. The scores of students who have tested in district high schools are reviewed for program and course placement. However, students will begin following the procedures outlined above upon registering for a NWTC test session and paying the \$20 testing fee.

A general description of the Academic Skills Assessments and the benchmark scores specific to each program are available on NWTC's web site, www.nwtc.edu. For more information call (920) 498-5427.

Per College policy, children under the age of 14 years are not allowed in the Assessment Center.

The following items are not allowed in testing rooms: All electronic devices, including cell phones, fit bits, personal tracking devices and pagers; personal calculators or reference materials unless approved in writing by

instructor, backpacks, purses, wallets, watches, food or beverages and outerwear (hats, jackets, hoodies, sweatshirts). Please note that locker space is limited.

Exams from Other Institutions

As a community service, proctoring for correspondence exams or exams from other institutions is available in the Green Bay Campus Assessment Center (Room SC365), and on the Marinette campus, Sturgeon Bay campus, and all regional locations. A \$30 per exam proctoring fee is payable prior to taking the exam. Valid photo identification is required, and appointments are necessary. For more information or to make an appointment, please call (920) 498-5427.

Course/Instructor Testing

As a service to students and instructors, a limited number of course-related instructor exams are administered and proctored at all NWTC campuses and Regional Center Locations (RLC). Students must schedule their exams through Starfish during scheduled Assessment Center hours. Students should allow for sufficient time to complete the test prior to closing time.

Microsoft Office Certification Exams

As an authorized Pearson VUE Test Center, the Assessment Center administers Microsoft Office Specialist exams. Individuals interested in Microsoft certification testing should refer to <http://www.pearsonvue.com/microsoft/> for accurate and current information.

National Registry of Emergency Medical Technicians (NREMT) Certification Testing

As an authorized Pearson VUE Test Center, the Assessment Center administers NREMT certification testing exams. Individuals interested in NREMT certification testing should refer to <http://www.pearsonvue.com/nremt> for accurate and current information.

For additional information related to certification testing, please visit

<https://www.nwtc.edu/Admissions/Evaluation-and-Assessment/Employment-and-Certification-Testing> or call (920) 498-7965.

ATTENDANCE POLICY

NWTC reserves the right to impose class attendance restrictions in courses and programs based on program administrative guidelines. Attendance may affect a student's grade or program status.

The NWTC College Board recognizes the need to reasonably accommodate a student's sincerely held religious beliefs for class absence during exams and other academic requirements.

BOOKSTORE

In addition to NWTC required course materials, the NWTC Bookstore (located in room SC145 on the Green Bay Campus) carries a variety of NWTC clothing, gifts, and school supplies. Course materials information is available online for students via their student portal at my.NWTC for courses in which they are enrolled. Digital, used, and inclusive access options are offered for select courses.

Course materials, supplies, clothing, and gift items may be purchased at the Green Bay campus Bookstore, Marinette and Sturgeon Bay campuses, regional locations, or online at www.nwtcbookstore.com. Students purchasing items online may choose to have their order shipped to their home for a fee or to any of these convenient NWTC locations free of charge: Aurora, Crivitz, Luxemburg, Marinette, Oconto Falls, Shawano, Sister Bay, or Sturgeon Bay. Students may also choose to pick up their online orders at the Green Bay campus.

The NWTC Bookstore accepts cash, check, credit card (Discover, Master Card, and Visa), and debit card – there are no convenience fees for credit or debit transaction. Students can charge books directly to their student account at NWTC through the Textbook Charge Program using financial aid and/or NWTC payment plan. For more information and eligibility, visit www.nwtc.edu/textbookcharge.

For more information regarding hours, sellback, return policy, and other services, please visit the NWTC Bookstore at www.nwtcbookstore.com.

CARE – COLLEGE ASSESSMENT RESPONSE AND EVALUATION

The CARE Team serves as a cross functional behavioral intervention team focused on prevention and early intervention of campus situations involving students experiencing extreme distress or engaging in harmful, threatening, or disruptive behaviors. The team is made up of staff from Student Services, Counseling, Learning, and Security. Team members are trained to recognize and address student conflict management issues. The team may utilize various methods and strategies in dealing with student concerns. Students who meet with this team may be required to meet with a team member(s), may be asked to meet with the entire team, or be referred to a mental health professional, either employed by NWTC, or someone from an outside agency. The goal of the CARE team is to offer the student a plan for success. The CARE Team adds an element of safety to the College environment.

CAREER SERVICES

Career Exploration/Career Assessments

Individuals can research specific occupations, map a career path, determine current salary information, research occupational employment outlook, and pinpoint industries hiring specific graduates. Customers can assess their interests, skills, personality, and values by taking available assessments. When an assessment is completed, individuals will have the opportunity to meet with a Career Advisor and explore next steps.

Career Closet

The Career Closet provides free professional outfits for a student to keep. Students can build their professional work attire and/or make a donation to support other students looking to build their wardrobe. Career Closet locations include: Green Bay, Marinette, and Sturgeon Bay campuses. Stop in today – all you need is your student ID!

Student/Alumni Job Search Assistance – Handshake

Students and Alumni can access Handshake, the #1 way college students get hired! Visit <https://www.joinhandshake.com/> to get started today!

NWTC offers guaranteed retraining if an employer certifies that the graduate is lacking the job competencies specified in the educational program for an entry-level position. NWTC also offers guaranteed retraining for those graduates who have not secured related employment within six months of graduation as indicated in Wisconsin Statute 38.24 (4).

Graduate Follow-Up Studies

Graduate follow-up data is listed on the College website and is also available in booklet form. When accessing this through the NWTC website, go to <https://www.nwtc.edu/Student-Experience/Career-Services/Graduate-Success>

CLASS WAITLIST

Automated Class Waitlists are available for the majority of classes offered at NWTC. The availability of an automated class waitlist is at the discretion of the Learning Departments. Placing oneself on an automated waitlist allows a student to reserve a place in line for the next available seat in the class. When a seat opens (due to another student dropping or because the capacity of the section has been increased by the department) the first student on the waitlist will automatically progress from the waitlist into the class.

The waitlist eliminates the need to watch the schedule of classes for an opening in a class section (the only exception is 2 days prior to the start of the class). Please refer to the following link for a list of frequently asked questions. <http://www.nwtc.edu/Admissions/Registration/Automated-Class-Waitlist>

COPYRIGHT NOTICE

All original materials are copyrighted as soon as authors or producers create them with no need for copyright symbols (©) to be present. Under copyright law, students may use a small amount of copyrighted material for academic purposes without asking for permission if they cite the author. If their use will transform the material and is for academic projects, they are able to use the amount necessary for their purposes, but still need to cite the copyright owner.

In cases where the author has preemptively granted permission or assigned a Creative Commons license, students should follow any directions given about the use of the material. If students have any questions or need assistance with a copyright request, they should contact the Library staff.

COUNSELING

Mental Health Counseling is available to students who are enrolled in 3 or more credits per semester. Counseling is provided by Licensed Professional Counselors skilled in the areas of depression, anxiety, trauma, family issues, test anxiety, and/or substance abuse. To schedule an appointment, please call 498-5507 or stop in the Counseling Office located at SC231 on the Green Bay campus. Counseling appointments can be held in person, over the phone, or via web conference to support students' unique needs. Student counseling is a free and confidential service that is provided to students throughout the NWTC district.

COURSE CANCELLATION

NWTC reserves the right to cancel courses. If NWTC cancels a course, students will be notified by mail, telephone, or email and refunded 100% of all fees paid.

CREDIT FOR PRIOR LEARNING

Skills and knowledge may be gained in ways other than formal classroom or lab learning. Many students come to NWTC with years of life, work, and military experience. Credit for Prior Learning (CPL) can allow students to earn credit from those experiences, helping them save time and money. Students are strongly encouraged to explore and complete Credit for Prior Learning (CPL) before enrolling in their first semester classes. In many cases, the ideal classes for CPL are those taken in the first or second semester. By completing CPL early, students avoid disruptions to their class scheduling and financial aid requirements.

To be eligible to earn CPL, a student must be officially enrolled in an NWTC degree, diploma, or certificate program. In addition, students need to take a minimum of 25 percent of their core course requirements through NWTC.

Credit for prior learning may be earned through the following ways:

Transfer of Credit. If students transfer from other institutions of higher education, they must send an official transcript to NWTC for evaluation by Enrollment Services. Course work will be transferred based upon equivalent competencies with a satisfactory grade (grade of C based on a 2.0 GPA).

National Exam. Credit will be awarded upon the review of the official scores for AP, IB, CLEP, DSST. Scores from national exams not listed here will be evaluated on case-by-case basis.

Credit for Military Training and Experience. Based upon the program choice, student degree completion analysis, net years of active military service, and a discharge under conditions other than dishonorable, a Service Member/Veteran will be awarded up to 7 credits of general education coursework as outlined below:

For one year of active military service:

- College 101 (10-890-101)
- Oral/Interpersonal Communication (10-801-196)

For three years of active military service:

- Intro to Ethics: Theory and Application (10-809-166)

Credit by Portfolio or Skills Demonstration. Students may be granted credit for knowledge and skills gained from previous work, life, and military experiences that are comparable in content and level with specific NWTC courses through a portfolio or demonstration assessment. Students will be charged a \$90 assessment fee per course.

Credit by Exam. Students may also earn college credit through NWTC credit by exams which are developed by NWTC faculty members and cover course competencies. Students will be charged a \$50 assessment fee per course.

To get started, visit the NWTC CPL homepage for basic information: <https://www.nwtc.edu/cpl>

Students can sign up for CPL by speaking to their academic advisor. For basic questions, email CPL staff at cpl@nwtc.edu

DISABILITY SERVICES

Disability Services offers assistance to individuals with disabilities at ALL NWTC sites.

A wide range of services and accommodations are offered to assist students in reaching their educational goals. The Disability Services staff will help guide students through their educational experience at NWTC by providing case management and support services. Students with exceptional educational needs include, but are not limited to, the following: Autism Spectrum Disorders, Learning Disabilities, Attention Deficit Hyperactivity Disorder (ADHD), Blind or Visually Impaired, Deaf or Hard of Hearing, Anxiety Disorders, Depression, Bipolar Disorder, Orthopedically Impaired, or Speech Impaired.

Students with a documented disability can meet with a case manager by calling (920) 498-6904 or emailing: disability.services@nwtc.edu.

DIVERSITY AND INCLUSION

NWTC values the inherent worth of each person at the College; students, staff and faculty. The College acknowledges the many similarities shared with one another and differences tying back to our unique backgrounds, experiences, needs, skills and stories. The College views similarities and differences as something from which to learn. Valuing each person's inherent worth means the College treats all with respect, compassion, and fairness. College services, resources, and activities meet students where they are, and remove barriers to success. In turn, course and program completion is achieved and a satisfying and life sustaining career is attained. While discourse is welcome, discrimination and harassment of protected categories is prohibited.

Questions or thoughts related to promoting a respectful environment can be directed to the Diversity, Equity, & Inclusion Division at equity@nwtc.edu. Diversity, Equity, & Inclusion is located in the District Office.

E-MAIL POLICY

NWTC provides an e-mail system for the use of the students of NWTC in their College related activities. Any messages transmitted via the NWTC e-mail system are subject to all requirements and regulations regarding privacy of College records, records retention, and open records and all other requirements of College documents. The e-mail system may be used only for College business and for purposes specifically authorized by the College.

Any person who uses the NWTC e-mail system consents to all the provisions of this policy and agrees to comply with the entire policy and with all applicable state, federal and international laws and regulations.

All NWTC students are to use their NWTC e-mail address and the NWTC e-mail system for all College business. Electronic messages regarding College business are to be communicated using the College e-mail system. Students need to use their College e-mail accounts when sending print jobs to the NWTC printers through print@nwtc.edu.

To access the complete Student Email policy, please go to NWTC IIT support website at <https://www.nwtc.edu/about-nwtc/departments/iit/student-email-policy>. Violators of College policies are subject to disciplinary action, including revocation of their email account. The user may appeal actions according to established College appeal process.

Please contact the Student Help Desk toll-free at (800) 422-NWTC ext. 6900 or (866) 235-5037 with any questions.

EARLY RELEASE

Under certain circumstances, students may be allowed an early release from classes. A formal request for early release must be made no earlier than six weeks prior to the end of any semester. An Early Release Committee

will meet to determine if the request, with supporting required documents provided, meets early release criteria, and approve or deny the request. The following criteria must be met to be considered for early release:

- Student must obtain an Early Release packet of forms from their academic division.
- Student must provide the academic division with a written statement from the potential employer, on company letterhead, stating the duties of the position, that the position is full-time and permanent, and that it is not possible to hold the position until the end of the semester.
- Student must have a least a 2.00 GPA (or a projected 2.00 GPA).
- Student must submit all materials to the academic division no earlier than six weeks prior to the end of the semester in which the student will graduate.

ENROLLMENT SERVICES

Enrollment for Classes by Program Students

The following steps are taken to register as a program student:

- An individual must apply and be accepted into a program through the admissions process.
- New students - Prior to beginning the first semester in a degree or diploma program, new students will be required to complete a new student registration session: SOAR Online. SOAR sessions start every April for summer and fall programs and every October for spring programs. New students will receive an invitation via their NWTC email a few weeks prior to the start of registration.
- Prior to each registration, students may access their Degree Progress report through my.NWTC or meet with an advisor (Room SC240) to determine the classes to be taken for the semester.
- The date on which a student can enroll in classes for the upcoming semester, is published online at www.nwtc.edu/registration. The registration schedule will also be posted around campus. Students are asked to adhere to the scheduled registration date and time to ensure admittance to the desired classes. Class admittance is not guaranteed. Openings are available on a first-come, first-served basis.
- Payment for classes is due by the first day of the term. For students who register after the first day of the term, payment is due within 10 days of the registration date. Tuition Due Dates can be found www.nwtc.edu/studentfinancials. Any student funded by a funding agency or an employer is required to present proof of funding by the tuition due date.
- A credit agreement must be signed online if classes are not paid for at time of registration.
- Students will be billed electronically for both non-credit and credit classes if payment is not made at the time of registration.
- For more information, call Enrollment Services at (888) 385-NWTC or (920) 498-5444.

Enrollment for Classes by Non-Program Students

The following steps are taken to register as a non-program student:

- Announcements will be made of the specific dates of registration for each semester online at <https://www.nwtc.edu/registration>.
- Payment for classes is due by the first day of the term. For students who register after the first day of the term, payment is due within 10 days of the registration date. Tuition Due Dates can be found www.nwtc.edu/studentfinancials. Any student funded by a funding agency or an employer is required to present proof of funding by the tuition due date.
- A payment agreement must be signed online if classes are not paid for at time of registration. Students will be billed electronically for both non-credit and credit classes if payment is not made at the time of registration.
- For more information, call Enrollment Services at (888) 385-NWTC or (920) 498-5444.

Provisional Enrollment

A student must complete a provisional enrollment form for every class enrollment for which a student has not met pre/co-requisite/s. The requirement will be overridden based on the student's claim that he/she is in compliance and will allow the student to complete his/her enrollment.

In many instances, the student has met the requirement/s but the necessary documentation supporting compliance is not on file. The burden of proof rests with the student to prove he/she has met the pre/co-requisite. Students have 10 days in which to provide documentation.

If the course that the student seeks has a waitlist, and if the student claims he/she has completed the pre/co-requisite, the student will be placed on the waitlist. However, a provisional enrollment form for every class enrollment for which a student has not met pre/co-requisite/s will be required.

Should an opening occur, only those that have satisfied the requirement will progress from the waitlist to being enrolled into the class based on completion dates of the requisite.

If proof of pre/co-requisite completion is determined, the student remains in the class. If proof is not attainable, the student is withdrawn from the class and 100% refund is awarded. A refund is also issued for any text purchased as a result of the provisional enrollment.

Enrollment after Class Start Date

Enrollment after class start date requires written instructor(s) approval. The class cost is not prorated.

Class Exchange Policy

Class exchanges are valid for degree/credit and non-degree/continuing education courses. Students must meet all enrollment requirements for the exchange to be successful.

The Class Exchange Policy applies to class changes after the start date of the class to be dropped. Class exchanges cannot be completed through the my.NWTC portal. Students interested in exchanging classes after the start date should contact Enrollment Services in-person or by phone, (920) 498-5444. Students requesting information on the College's refund policy may contact the Student Finance office at (920) 498-5444.

A student who drops from one course and adds another during the first 14 calendar days of a term or 8-week session will receive credit for 100% of class fees dropped which must be applied to the class added. Addition and drop of classes involved must occur on the same day. The exchange policy is not in effect when the student is placed on the waitlist for the added class. Credits for the added class can be greater, less than, or equal to credits for the dropped class.

Tuition costs differ from class to class based on fee types, instruction modes, etc. Tuition charges may change after completion of an exchange.

- If the applicable class fees for the course added exceed the fees for the course dropped, the student will be assessed the additional amount.
- If the applicable class fees for the course dropped exceed the fees for the course added, the student will be issued a refund.

Any extenuating circumstances to the above must be approved by the Dean/Associate Dean for the academic department offering the course. Contact Enrollment Services to request information on how to obtain extenuating circumstance approval

Class Drop Process

The following steps are taken to request a Class Drop:

Starting with the summer 2020 term, NWTC will put a two-business day hold on class drop requests for credit courses between 20-60% of the course completion time.

1. The student requests to drop a class via my.NWTC or with Enrollment Services. The student indicates the reason for the drop request.
2. The drop request will be put on hold for two business days. Students can check their my.NWTC student email for additional information.
3. Appropriate faculty/staff will reach out to student to discuss options with the student before the drop is finalized.
 - If faculty/staff receive no response from student or student decides to continue with the drop request, the course will be dropped with the date the original drop request was made.
 - A Withdraw (W) grade will be posted.
 - If the student decides to remain in the class, Enrollment Services will be notified by staff/faculty and the drop request will be cancelled.

If students receive financial aid, veteran's funding or agency assistance, it is their responsibility to notify the appropriate office to verify potential repayment of funds.

If the student is a financial aid recipient or receives funding from other sources, please be advised that changes to enrollment may affect current and future eligibility.

Please contact the Financial Aid Office or an Academic Advisor before making any changes to enrollment.

Class Drop Grade Appeal

After the 60% date of the class, course drops are not allowed; students will get the grade earned. Students wishing to appeal the grade earned after the 60% date of class, must provide documentation of extenuating circumstances. Please read the following policies and procedures below.

- If the class has been completed and a grade has been assigned, including a NS (no show), the class drop form cannot be used. Please contact Enrollment Services for further assistance.
- A class drop form must be completed stating the reason for the drop.
- The instructor is not required to approve the class drop. If the instructor denies the request, it is not necessary to proceed further.
- If approved by the instructor or Dean/ Associate Dean (whenever the instructor is not present), a grade of "W" will then be assigned. There will be no refund after the 60% class completion.
- The class drop grade appeal form can be found on our Website:
<https://www.nwtc.edu/admissions/student-admissions-resources/registration/class-drop-process>

If a student withdraws from a program or certificate, it is the student's responsibility to also drop any enrolled classes. A student may wish to continue in classes without pursuing a program or certificate. Student Services is not responsible if a student chooses to remain in classes after withdrawing from a program or certificate. Withdrawing from a program may have an impact on financial aid eligibility.

Armed Forces: If a student who is a member of a national guard or a member of a reserve unit of the U.S. armed forces withdraws from school after September 11, 2001, because he or she is called into state active duty or into active service with the U.S. armed forces for at least 30 days, the district board shall reenroll the student beginning in the semester following his or her discharge from active duty or the next succeeding semester, whichever the student prefers, and, at the student's request, do one of the following for all courses from which the student had to withdraw:

- Reimburse the student all tuition and fees paid for all the courses.
- Grant the student an incomplete in all the courses and permit the student to complete the courses, within six months after leaving state service or active service, without paying additional tuition or fees.

Auditing Courses

Anyone wishing to review or to obtain general understanding of a subject could request enrollment in a class as an auditing student. As an auditor, students may attend classes, receive a grade of Audit (AU), and are not required to take examinations. Audited classes are not considered part of a credit load and cannot be used to satisfy prerequisites or graduation requirements or applied toward financial benefits. Audit fees are the same as regular class cost.

Students may audit most levels of classes (Associate Degree, Technical Diploma, or Vocational) at the College. Exceptions include: Community Service (60 level) and designated open-entry, self-paced or online classes which include Online (NET), or Self-Paced (SP).

The College reserves the right to determine certain classes as inappropriate for audit and/or limit the number of auditing students per class.

Audit Requirements:

- Audit fees are due at the time of registration.

- Wisconsin Statute 38.24 (4m) provides a program fee exemption if all the following requirements are met:
 - o Student is age 60 or older on the day the class starts or first date of attendance, whichever is later.
 - o Student is a resident of Wisconsin or is covered under a reciprocity agreement with another state.
 - o Space is available in the class.
 - o Exemption is for the program fee portion of class tuition only. Student is responsible for material, activity and other miscellaneous class fees.

Student may not change from audit to credit status or from credit to audit status at any time after enrollment.

Enrolling in Flexible Ways of Learning

Flexible Ways of Learning at NWTC include online, blended, accelerated, web conferencing, and self-paced classes. Learners can enroll into all these ways of learning unless a student fails, withdraws, or is a no-show three times total during four consecutive terms. If this occurs, the learner is required to meet with an academic advisor/counselor before enrolling in additional flexible ways of learning. The academic advisor/counselor will review the success of previous classes and provide advising regarding future enrollment opportunities. During this time, students will still be able to enroll into classes delivered in other ways of learning.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Access to a Northeast Wisconsin Technical College student's educational record is governed by the Family Educational Rights and Privacy Act of 1974 (FERPA) and in conjunction with the Wisconsin Technical College System and Wisconsin Statutes.

FERPA is a law which protects the educational records of students. A student's official educational records are all paper and electronic records kept about the student which relate to being a student. Under FERPA, students have the right to access or deny access to their records. In compliance with these laws, the College annually notifies students of their rights regarding student information.

FERPA applies when a student is in attendance at NWTC. Attendance is defined as officially registered for one class and that class has started.

A student's official education record is confidential and shall not be released to anyone except the student (Under FERPA, parents are third parties, with no rights to the record.) **Except under the following conditions:**

- A Release of Student Records form duly signed by the student or a parent/legal guardian, is received and on file with the Northeast Wisconsin Technical College Student Records Department. This form can be obtained at any NWTC campus or regional center in the registration office.
- A request for specific information is received from a court or in compliance with judicial order pursuant to any lawfully issued subpoena. Only the specific information will be provided.
- Under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official includes a person employed by NWTC in an administrative, supervisory, academic, institutional research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of NWTC who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for NWTC.
- Request from representatives of agencies or organizations from which the student is receiving financial aid.
- Request from officials of other postsecondary educational institutions to which the student has applied for admission.

- Under FERPA, as long as the student fits the category of "seeks or intends to enroll" at another institution, you can provide any information you want from the education records to that next college. There's no difference under FERPA whether the information is the current ongoing progress or a final semester grade. If your college includes in its notice of FERPA rights that it will provide records to a succeeding school, you don't have to check with the student before forwarding the records.
- Request from other persons or agencies specifically exempted from the prior consent requirement by the Act. This includes certain federal and state officials of the District accrediting agencies, etc.
- Request for NWTC student directory information

Students do have the right to inspect their education records. The process to do so is:

- Submit a written request for the inspection of identified records to the NWTC Registrar's Office.
- The Registrar will contact you with a day, time and place for the inspection.
- The notification and inspection shall occur within 45 days from the receipt of the written request for inspection on records.

After inspection, the student has the right to request the amendment of student education records that the student feels are inaccurate or misleading. They should write the Registrar, clearly identifying the part(s) of the record that they want changed and specify why they feel the record(s) is inaccurate or misleading.

If Northeast Wisconsin Technical College decides not to amend the record as requested, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment.

For more information about FERPA, contact the Registrar at (920) 498-6269 or (800) 422-NWTC, ext. 6269.

Public Records and Directory Information

A request may be submitted for "directory information". Each institution defines what they consider to be directory and non-directory information. 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. NWTC 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.

NWTC does not sell directory information to any outside entity for commercial, marketing or solicitation purposes (only released for non-commercial use).

Directory Information and Public Record that may be released:

- Student's name
- Current mailing address
- Email address
- Phone
- Date of Birth
- Participation in officially recognized activities
- Major field of study
- Full-time or part-time enrollment status
- Dates of attendance
- Degrees and awards received
- Date(s) of degree(s)

Hold Status on Education Records

With the understanding that it cannot deny a student's review and inspection of their records, NWTC reserves the right to withhold release of copies of a student's education records and transcripts or grades in the following situations:

- A student has an outstanding financial obligation to NWTC (including, but not limited to, unpaid tuition or financial aid, book or supply fees, library fines, NSF checks, etc.)

- There is an unresolved disciplinary action against the student.

Student Records

Transcripts of educational records will contain only information about educational status. Information from disciplinary or counseling files will not be available to unauthorized persons on campus or to any person off campus without the expressed consent of the student involved except under legal compulsion or in cases where safety of persons or property is involved. No records will be kept which reflect the political activities or beliefs of students. Provisions will also be made for periodic routine destruction of non-current disciplinary records. Administrative staff and faculty members will respect confidential information about students that they acquire in the course of their work. Students can have access to their personal educational records through a member of the Enrollment Services professional staff.

FINANCIAL AID

The Financial Aid Office provides information about financial aid opportunities and eligibility. Although the major responsibility for financing a college education resides with the student and their family, NWTC is able to assist students in meeting their educational expenses. Assistance may be in the form of grants, scholarships, loans, employment, or a combination of these.

- Grants and scholarships are financial aid that does not have to be repaid.
- Work-study enables students to work and earn money to help pay for school.
- Loans are borrowed money that must be repaid with interest.

Many of the financial aid programs are based on financial need. Financial need is the difference between the student's established educational expenses and resources the student and/or family have available to meet those costs, which is determined by completing the Free Application for Federal Student Aid (FAFSA). Students must complete the FAFSA each year and the application can be completed at www.fafsa.gov

For more information or questions, Ask an Eagle on the website at www.nwtc.edu/financialaid, contact the Financial Aid office at (920) 498-5444 or (888) 385-NWTC, email finaid@nwtc.edu, or stop in the Welcome Center, Room SC240 on the Green Bay Campus.

Scholarships

Scholarships are similar to grants in that there is no obligation to repay them, however scholarships are awarded through a competitive process. Scholarship information is available through NWTC's Educational Foundation Office, Room DO207, or by calling (920) 498-6914 or (800) 422-NWTC, extension 6914. This information is also available on the NWTC Web site, www.nwtc.edu/scholarships.

Fall Scholarship Application: Open March 1 – April 30
Spring Scholarship Application: October 1 – November 5

Federal Education Tax Benefits

Some costs of attending college may result in federal tax advantages. Students and parents should consult with tax advisors for specific information regarding eligibility. NWTC cannot provide tax advice to students.

On an annual basis, NWTC will provide 1098-T statements to those students determined to have eligible charges for tax purposes. Students are encouraged to retain receipts for tuition payments made during the calendar year for tax filing purposes. Please note that student financial information cannot be released to anyone other than students over the age of 18 without written authorization from the student. The Student Finance Office can be contacted at (920) 498-5444 or (888) 385-6982, with questions regarding this information.

FREEDOM OF SPEECH AND EXPRESSION

NWTC welcomes and encourages free speech at all College campuses and locations. Students are welcome to assemble and/or exercise free speech that does not disrupt learning, enter areas that contain confidential records, or disrupt college operations. For questions or to report concerns, please contact the Dean of Student Development.

Students have rights under the United States Constitution which may be exercised in the College as in other public institutions. The law recognizes that these rights are subject to restraints that may be imposed because of the College's role and function. It is the policy of the Board of Trustees of NWTC to respect the properly exercised rights of students.

GRADE APPEAL PROCESS

Procedural Standards for Student Academic Redress

If a student has sufficient justification (definite data) to question a final grade received for a course, the following steps are taken:

1. Within five working days of receipt of the grade to be disputed, the student must first review the final grade with their instructor to see if a resolution can be reached. The student is entitled to an explanation as to how the grade was determined and to examine any tests, papers, or other information pertinent to the appeal.

If a resolution is not found:

2. If the discussion with the instructor does not resolve the issue, the student may fill out an online grade appeal form located by clicking on the following link:
https://cm.maxient.com/reportingform.php?NortheastWisconsinTC&layout_id=20
3. The appropriate Dean for the class will review the appeal and render a decision to the student via their NWTC student email account within five business days.

If the issue is not satisfactorily resolved, the student has the right to appeal one final time:

4. If the appeal is denied by the Dean, students can submit an updated grade appeal form to the Vice President of Learning, providing new information exists to support the appeal. The appeal form can be accessed using the following link:
https://cm.maxient.com/reportingform.php?NortheastWisconsinTC&layout_id=21. Students must check the final appeal box on the grade appeal form, resubmit, and ask that the appeal be reviewed by the Vice President of Learning.
5. The Vice President of Learning will review the appeal and render a decision to the student via their NWTC student email account. The decision of the Vice President of Learning is considered final.

Please note: For students to appeal a grade, they should have no outstanding current or previous financial balance with the college.

GRADING SYSTEM

Each student attending NWTC receives a grade from the instructor at the end of a term or class session. A letter grade based on a 4.0 grading scale is used, each grade carries a specified point value per credit unit. The point values for grades are:

Grade	Point Value
A	4.00
B	3.00
C	2.00
D	1.00
F	0

The District recognizes that skills and knowledge may be achieved in ways other than formal classroom or laboratory training where classes with grade points are not involved. Such classes carry letter symbols with no grade point average (GPA) associated with them and the College uses the following symbols:

S	Satisfactory
U	Unsatisfactory
I	Incomplete
R	Repeated Class
W	Withdrawn
AU	Audit
IP	In Progress
TC	Transfer Credit
LE	Life Experience Credit
AS	Advanced Standing Credit
EX	Credit by Examination
NS	No Show

Satisfactory/Unsatisfactory (S/U)

Some classes at NWTC are offered on a Satisfactory/Unsatisfactory (S/U) basis. Credits in these classes are not included as part of a term/semester credit load, cannot be used to satisfy prerequisite or graduation requirements, may not be applied toward financial aid benefits and are not considered as units/credits attempted in computing a grade point average. Students in customized post-secondary training classes could receive these letter grades if they meet the academic requirements as listed in the class syllabus.

Incomplete (I)

The designation of Incomplete (I) is assigned when a student is unable to complete the class work because of illness, injury or other extenuating circumstances. The student and instructor will make written arrangements to remove the Incomplete within the subsequent term/semester. If a grade change form has not been received in the Enrollment Services Student Records Office by the end of the subsequent term/semester, the Incomplete grade will be automatically assigned a grade of F. A student will not be allowed to graduate from NWTC with an Incomplete grade on his/her transcript.

Repeated Class (R)

Credit bearing classes may be repeated whenever a student chooses to do so. The original grade on the transcript will be replaced with the symbol R and the grade point average calculation removed. The exceptions are NS and W grades, which do not change into an R, even when a student retakes and passes.

Withdrawal (W)

A student who officially withdraws during the first 60% of the class hours will receive a Withdrawal (W) grade. Beyond that time period, a student must obtain the instructor's and Dean/Associate Dean's signatures by use of the "Request to Withdraw" form.

In Progress (IP)

The College views an In Progress (IP) grade as valid for specific offerings. This grade allows the student to complete the class during the subsequent semester. The instructor must submit grade change forms in order to remove the IP grade from the student transcript. A student will not be allowed to graduate with an In-Progress grade on transcript and there is no cumulative grade point average calculation.

Credit for Prior Learning

To receive Transfer Credit (TC), Life Experience Credit (LE), Advanced Standing Credit (AS) or Credit by Examination (EX), a student must be officially accepted into a program/plan through the College Admissions process. Credit for Prior Learning (CPL) awarded by NWTC may be transferrable to any college within the Wisconsin Technical College System (WTCS). To determine if applicable, it is recommended students seeking to transfer CPL credits consult with an advisor from the WTCS College they are transferring to. The letter grades denoting prior learning do not carry point values and cannot be applied toward financial benefits. They may, however, be used to satisfy graduation requirements.

No Show (NS)

A "No-Show" (NS) is a student whose name appears on the class roster and does not have his/her attendance verified within the first 20% of the class.

Attendance is defined by Mode of delivery as detailed below:

Mode of Delivery

Face to Face (In Person)

Online Live (web conference)

Definition of a No-Show

Student does not show up to any class session

Student does not show up to any class sessions conducted over web conference technology (WebEx, Teams)

Online Student does not log on and does not complete the minimal introductory activity online. Intent to begin class (i.e. contacting instructor, acknowledging syllabus and/or logging in) does not constitute attendance per federal regulations.

When a student meets a definition of No-Show, a “NS” is assigned in PeopleSoft as a grade.

GRADUATION

Students are eligible for graduation when the following requirements are met:

- A student must have completed an application and been accepted to the program/plan from which he or she wishes to graduate.
- A student must have completed all the classes published in the program’s curriculum with a cumulative grade point average of 2.00 or better (“C” average). Additional classes taken outside the program’s required classes are not used to calculate the cumulative GPA for the program.

After the beginning of each semester, Enrollment Services will contact students who are on track to graduate at the end of the semester. All associate degree and technical diploma graduates will receive a diploma and diploma cover and are welcome to participate in the graduation ceremony. Students who expect to graduate but are not contacted by Enrollment Services should check with their Academic Advisor to verify program completion.

Certificate completers are also eligible to participate in graduation, provided that they have previously taken, or are currently enrolled in the required classes the semester of graduation. Certificates that are 15 or more credits are also eligible for honor cords based on the certificate GPA. Students who are graduating from both a program and a certificate will have the highest credential (typically the program) announced at graduation.

Official program completion information will be posted to successful graduates’ transcripts approximately two weeks after the end of the semester. A diploma is mailed approximately four weeks after graduation, provided all financial obligations to the College have been satisfied.

HONORS

Honors notations are based on the following grade point average:

GPA	DEFINITION	NOTATION
3.75 - 4.00	Highest Honors	**
3.50 - 3.74	Honors	*

Honors notations reflect course work completed prior to the final eight weeks of the final semester. At the end of the final semester, after all grades are posted, a program/plan GPA will be recalculated and, if applicable, honors notations will be posted along with graduation information to a successful graduate’s official NWTC transcript. Honors are not publicized for students in programs or certificates with curricula fewer than 15 credits.

INDEPENDENT STUDY

A project for credit is possible through independent study. Requests must be submitted through the division Dean or Associate Dean. These requests must be made in advance of the semester in which a student intends to take the study project. The objective of independent study is to provide a means whereby a student may earn program credits to satisfy graduation requirements by doing specific research or other projects in areas in which there are no specific courses of instruction at NWTC.

Process for Independent Study:

- A student should seek counseling with the program’s major instructor or program advisor, to establish that independent study is a viable course of action.
- A student should meet with their program advisor to request permission to undertake projects and courses and to arrange for an instructor to supervise progress.

- A student should initiate the independent study abstract forms, in consultation with the project instructor, being certain that the forms are complete and that all necessary signatures have been obtained.

Deadlines:

- Applications to undertake independent study projects or courses must be on file in Enrollment Services at least two weeks prior to the beginning of the semester in which the independent study is to be done.
- Arrangements for projects and courses must be planned so that completion is at least two weeks before the end of the school semester in which the work is undertaken.
- The application form to undertake independent study should include statements of objectives of the study, the manner or method of research, if it is a research project, and an outline of the work to be completed with a time schedule for major divisions or units of work.
- A student may undertake independent study for credit if 50% of the program’s required credits have been completed and assurance is given of the ability to complete such work by having a grade point average of 2.5 at the time of undertaking the project. The final independent study must be approved by the Vice President for Learning.

INTERNATIONAL PROGRAMS

International Programs coordinates study abroad programs for students and provides advising and support services for international students attending NWTC. International Programs also plans on-campus events for students during International Education Week in the fall and Celebrate Diversity Week in the spring.

To learn about study abroad, please visit the web page: [Study Abroad](#)

To learn about services for international students, please visit the web page: [International Students](#)

LIBRARY (INCLUDING COMPUTER ACCESS)

With both physical and virtual libraries, the Library staff at NWTC strives to serve students’ informational needs wherever they are. The Library is open to everyone within the NWTC district.

For assistance, call (800) 422-NWTC ext. 5493 or (920) 498-5493, text (920) 288-2ASK or (920) 288-2275, email Ask.Library@nwtc.edu, or use the Ask a Librarian chat service available at nwtc.libanswers.com.

Resources

Access the Library website at www.nwtc.edu to connect to the resources listed below, view the Library’s hours, watch the Technology 101 video series, and access library guides for each program.

Students can search for books, e-books, journals, online articles, videos, online videos, and multimedia items located in the Libraries at all three NWTC campuses. They can also request materials through interlibrary loan from around the world.

Popular textbooks and other materials required by instructors are put on reserve in the Library at the Circulation Desk. Most reserve items must be used in the Library. Textbooks can be viewed for 2 hours at a time.

Computer & Reference Help

Students can use the Library and its CyberZone to access printer/scanners, PCs, MACs, student laptops, iPads, headphones, reservable study rooms, and specialty software. Lab technicians are available for walk-ins and appointments scheduled through Starfish to offer technical support and increase students’ computer confidence. Online Technology 101 help videos are available from the Library’s web site.

Reference help is available from the Library staff in person for walk-ins and appointments scheduled through Starfish or via calling, emailing, chatting, or texting. Students and staff members can get assistance in using the Library’s online resources and other services.

Borrowing Laptop Equipment and Materials

NWTC has a collection of 8-week checkout laptops and some hotspots to assist program students who have a lack of technology in their home and are not able to use on-campus computers. Students may apply to check out laptop equipment for the session. See instructions at go.nwtc.edu/techneed.

Most items can be renewed by phone or online unless someone else is waiting to borrow the material. Most non-equipment resources will auto-renew if there is no waiting list. Students receive a courtesy notice via email reminding them that items will be due soon.

Overdue equipment is subject to fines, and students will be charged replacement fees for any equipment or materials that are not returned. Students receive notices via email if they keep materials longer than the lending period. Grades and transcripts will be withheld if materials are not returned, and fines are not paid.

Student Multi-Factor Authentication Policy

Beginning October 12th, 2022, MFA will become mandatory for all active student accounts.

NWTC requires students to enroll in multi-factor authentication for use with certain college technology resources containing student personal and sensitive information. These standards are designed to minimize the potential cybersecurity exposure to NWTC from damages which may result from unauthorized use of NWTC technology resources. This policy applies to all actively enrolled students accessing systems which are determined to require an additional layer of protection. If a student feels they are unable to successfully enroll in multi-factor authentication assistances will be provided to access college technology resources. Students should contact the Student Help Desk for assistance with multi-factor authentication at (800) 422-NWTC ext. 6900 or (866) 235-5037 for 24/7 support.

Multi-factor authentication adds a layer of security which helps deter the use of compromised credentials. NWTC is committed to the cybersecurity of student accounts and has implemented this policy to best protect its large population of online and distant learning.

Registration

Students will use the multi-factor authentication self-enrollment process to register their authentication device(s) and security information. More information about the enrollment process is available at [Multi-Factor Authentication - Northeast Wisconsin Technical College \(nwtc.edu\)](http://Multi-Factor Authentication - Northeast Wisconsin Technical College (nwtc.edu)).

Student Expectations

Students are expected to register a device or alternative contact to provide a secure method for NWTC to contact them during the authentication (logon) process, such as a cellphone that can receive text messages, a landline phone, a security key, or the Microsoft Authenticator app. Enrolling additional devices is encouraged in the event the primary multi-factor authentication device is lost or unavailable.

When a student attempts to log into a NWTC system protected by multi-factor authentication, the system will “challenge” the student by requesting a second factor of authentication. The student is expected to confirm valid authentications. Additionally, the student is expected to deny and report fraudulent authentication attempts to the NWTC Student Help Desk.

Regarding multi-factor authentication, it is the student’s responsibility to immediately report the theft, loss, or unauthorized access to the student’s registered device to the Student Help Desk. This ensures the proper steps are taken to remediate the student’s account security.

Exceptions

There may be situations in which a student has a legitimate need to utilize certain NWTC technology resources outside the scope of this policy and to do so should contact the Student Help Desk for support. Due to the evolving nature of technology and cyber threats NWTC will periodically review all exceptions to the policy. This review will verify that the need stated in the request is still valid and/or that the student still requires the approved multi-factor exempted access.

NONDISCRIMINATION & ANTI-HARASSMENT POLICY

NWTC adheres to all federal and state civil rights laws banning discrimination in public institutions of higher education. NWTC does not discriminate on the basis of political affiliation, age, race, creed, marital status, color, religion, sex (including sexual orientation and gender identity and gender expression), national origin, disability, veteran status, genetic testing or other applicable legislated categories, in its services, employment programs, and/or its educational programs and activities, including but not limited to admissions, treatment and access. Moreover, NWTC provides assurances that lack of English reading/speaking skills will not be a barrier to admittance and participation in the College.

Any student who has concerns should contact:

John Grant Dean, Student Development Title IX Student Deputy Coordinator Student Services 920-498-6984 john.grant@nwtc.edu	Valarie Wunderlich Director, Total Rewards NWTC Talent & Culture valarie.wunderlich@nwtc.edu 920-498-6935	Kelly Schumacher Disability Services and CARE Case Manager Student Services 920-498-6390 kelly.schumacher@nwtc.edu
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Click to learn more about the College's [Nondiscrimination and Anti-Harassment Policy](#).

PREGNANCY AND CHILDBIRTH RELATED CONCERNS

Federally funded colleges and universities may not exclude a pregnant student from participating in any part of an educational program. Special services provided to students who have temporary medical conditions must also be provided to a pregnant student. Therefore, NWTC must provide reasonable accommodations to a student due to pregnancy or childbirth based on documentation from the student's medical provider

For more information related to pregnancy and childbirth accommodations, please contact Kelly Johnson, Disability Services Case Manager on the Green Bay campus at (920) 498-5755 or kelly.johnson@nwtc.edu.

Click to learn more about the College's [Gender Discrimination and Sexual Misconduct Policy](#).

PRE-PROGRAM ADMISSION STATUS

Students may be admitted to a pre-program status if additional skill development is needed in the areas of Reading, Sentence Skills, Arithmetic, Algebra, and/or College Level Math. An applicant may also be assigned to pre-program to work on additional requirements or based on program capacity. All pre-program applicants will be advised how to complete their requirements and will be offered full program status when all requirements are met, and the program has capacity.

PROGRAM CHANGES

Students may switch to another associate degree or technical diploma program by completing an application for the new program. All admissions requirements apply for the new program and no priority is given for previously admitted students. Program changes should be discussed with an advisor before a final decision is made. If a student has been accepted to a program and is no longer interested in the program, the student should indicate in writing his/her desire to be removed from the program and email it to Admissions@nwtc.edu. All students are limited to one active pathway.

If a student withdraws from a program or certificate, it is the student's responsibility to also drop any enrolled classes. A student may wish to continue in classes without pursuing a program or certificate, therefore Student Services is not responsible if a student chooses to remain in classes after withdrawing from a program or certificate. Withdrawing from a program may have an impact on financial aid eligibility.

REFUND POLICY

Refunds are processed according to the Wisconsin Technical College System (WTCS) Refund Policy. Refunds are applicable only from the date the student officially drops the course(s) through Enrollment Services, any NWTC campus location, or my.NWTC.

All classes have a limited number of seats available. Registration reserves a seat in a class. Students who decide to withdraw from a course should do so immediately, as a single day can make a difference in the amount of the refund. Students will not be automatically dropped from classes by simply not attending or non-payment. Drop requests are not accepted through instructors.

If a student registers for a class after its start date, they are subject to the refund policy as stated. **Please note:** The official start date for on-line courses is the class start date published by the College. The start date is **not** determined by the date the student first logs into the course or obtains the course materials.

Any refund under \$4.00 will be issued only upon request by the student. Student refunds may be claimed by NWTC to pay outstanding student debts or by the Financial Aid Office to cover grant repayments and outstanding student loans.

All students receiving financial aid or enrolled in at least six credits will be mailed a Bank Mobile Refund Selection Packet to the current address on file with the College. It is the student's responsibility to keep contact information current with the College. This packet is the key to receiving any refunds from NWTC. Upon receiving the Bank Mobile Refund Selection Packet, students must visit Refundselection.com and enter the personal code provided in the packet to activate and select their refund preference. After the initial log in, students will set up a username and password for future logins. Students would then use that login to make updates to contact information and refund preference. The electronic refund options include deposit to an existing account or deposit to a Bank Mobile Vibe account.

The WTCS Refund Policy states:

Drop before the first scheduled meeting of the course (and not adding another)	100% refund
Before or at the time 10% of the course's total hours of instruction have been completed	80% refund
After 10% but before more than 20% of the course's potential hours of instruction have been completed	60% refund
After 20% of the course's total potential hours of instruction have been completed	0% refund

After the first scheduled day of class, miscellaneous class-related fees (i.e. luncheon, insurance, etc.) are non-refundable.

Students are fully responsible for tuition and fees. To avoid charges, late fees and collection activities, students must pay class fees by the due date and must drop any classes through Enrollment Services.

For refund information, call (920) 498-5444 or (888) 385-NWTC.

REGISTRATION (see Enrollment Services)

RIGHTS & RESPONSIBILITIES

In the Classroom

The instructor in the classroom and in conference will encourage free discussion, inquiry, and expression. A student's performance should be evaluated solely on an educational basis, not on opinion or conduct in matters unrelated to academic standards.

- **Protection of Freedom of Expression.** A student will be free to take reasonable exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study, for which they are enrolled, as required by the instructor.
- **Protection against improper educational evaluation.** A student will have protection through orderly procedures against prejudices or capricious educational evaluation. At the same time, they are responsible for maintaining standards of educational performances established for each course in which they are enrolled.

- **Protection against improper disclosure.** Information about a student's views, beliefs, and political associations, which instructors, counselors, and advisor may acquire through their work with a student, should be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances; normally with student knowledge and consent.

Institutional Authority and Civil Penalties

Student activities may, upon occasion, result in violation of law. In such cases, College officials should be prepared to apprise students of sources of legal counsel and may offer other assistance. If students violate the law, they may incur penalties prescribed by civil authorities, but College authority will never be used merely to duplicate the function of general laws. Only where the College's interests as an educational community are distinct and clearly involved, should the special authority of the College be asserted. If a student violates College regulations in the course of an off-campus activity, such as one relating to class assignment, the student will be subject to penalty no greater than would normally be imposed by law. College action should be independent of community pressure.

SECURITY

Campus Security Policy

This information is being provided to students because of Northeast Wisconsin Technical College's commitment to safety and security on all three campuses and in response to the Crime Awareness and Campus Security Act of 1990.

Northeast Wisconsin Technical College is committed to maintaining a campus environment that enhances and supports student learning and achievement. The NWTC District Board, Administration, and staff recognize the importance of a safe and drug free campus. The use and abuse of alcohol and other drugs interferes with a person's ability to learn and develop in the college environment. The Wisconsin Legislature and the U.S. Congress passed laws requiring colleges and universities to provide all students and staff with detailed written information about these issues, including relevant state and federal laws and sanctions. The intent of the law is to ensure that students have complete information about the extent of any problem, the risks involved, the legal standards that have been adopted, and the offices and agencies in the community to which a student may turn for help.

Security and Access to Campus Facilities

The College maintains a commitment to campus security and safety. Exterior lighting in the parking lots, pedestrian walkways, and the exterior of buildings is on from dusk to dawn to illuminate these areas.

The College provides exterior emergency/assistance phones in the primary public parking lots at the Green Bay and Sturgeon Bay campuses. On the Green Bay campus, phones are located in lots A, C, D, E, F, and G. Each phone with the push of a button, allows quick contact to 911 emergency response as well as the ability to make non-emergency calls to campus security for assistance. When the phone is used, the security camera in the specific area is activated and focuses on to the area where the call is being made providing an additional security enhancement.

The campus buildings are patrolled by College Security and Facilities staff. All exterior doors are locked from 10:00 p.m. to 6:00 a.m. during the week. Campus is open on Saturday and Sunday from 7:00 a.m. until 6:00 p.m. (unless a class is specifically scheduled outside of these hours). Campus is closed for holidays and all buildings are locked with only authorized staff allowed entry.

NWTC has a day and evening security officer on duty throughout the week. **Escorts to the parking lots are available from the Security department upon request by calling 920-498-5699.**

Classroom Safety & Health Resources

An additional Health & Safety resource for students, staff, and faculty is available from the district wide Safety Coordinator. Any health or safety issues that arise directly from the classroom environment should be directed first to the instructor then to the Safety Coordinator. The Safety Coordinator can be reached at 920-498-6277.

Statement of Current Policies Concerning Campus Law Enforcement

The College maintains a cooperative and harmonious working relationship with all local law enforcement agencies. The College stands ready to cooperate fully with all Wisconsin and local police department personnel.

Information is exchanged with the law enforcement agencies regarding Security Incident Report facts to keep them informed about campus crime and crime-related problems. A monthly and yearly report is compiled by the college based upon the Security Incident Reports filed during the year. This report is presented to the Board annually.

Reporting of Criminal Actions or Emergencies

The responsibility for maintaining security and emergency responses at NWTC are under the direction of the district Security Coordinator, (920) 498-5699. To report a security situation, the reporter should contact Security staff by calling (920) 498-5699, or stopping at the Security Office in room SC121, on the Green Bay campus. For an Emergency, dial 911.

Please contact Security to report anything seen or heard that is concerning. Tips can remain anonymous.

The Marinette campus, Sturgeon Bay campus, and the Regional Learning Centers are responsible for security and emergency responses. To report a security and/or emergency, the reporter should contact a staff member at that location. All incidents will be documented and forwarded to the Security Office on the Green Bay campus.

If the report concerns a vehicular accident, vandalism, or theft, the victim should also call the local police department.

STUDENT FEEDBACK PROCESS

Northeast Wisconsin Technical College (NWTC) is committed to incorporating feedback from students, employees, visitors and the public into college operations. Individuals have the right to file informal concerns regarding NWTC's personnel, facilities, academic issues or any allegation of discrimination. NWTC uses feedback to make improvements to services or in teaching and learning. Students who wish to file a concern can do so by submitting the following form:

https://cm.maxient.com/reportingform?NortheastWisconsinTC&layout_id=19

A concern is a notification of dissatisfaction with a person, department, service or information that requires NWTC to gather information and/or work towards resolution with the person submitting the form. By submitting this form, an individual is acknowledging that they have already met with the party they are dissatisfied with and that they were unable to come to an acceptable resolution to the situation.

Students who wish to appeal a grade will need to follow the Grade Appeal Process found on page 22 of the Student Handbook.

Individuals providing feedback through the suggestion, concern or grievance processes shall be free from any retaliation from any faculty or staff person.

STUDENT ACCIDENT INSURANCE

All NWTC students enrolled in credit classes, a practicum program, and certain other courses will be automatically enrolled in the Wisconsin Technical College Mandatory Accident Only Insurance Plan. The Accident Only Insurance Plan provides medical benefits up to \$100,000 with no deductible when an accident occurs while on campus, attending a practicum program or other recognized student group approved by the College, or during travel to and from a program. The plan offers comprehensive benefits that include hospital room and board, inpatient and outpatient surgical procedures, labs and x-rays, physician office visits, ambulance, durable medical equipment, emergency care and prescription drugs.

Those not eligible for student accident insurance are:

1. Students whose class charges are paid by their employer
2. Students under the age of 18
3. Students in on-line lecture only classes or not as part of a practicum program

The cost of the Plan is \$4.50 per semester. For more information, please access the website at www.gallagherstudent.com/nwtc.

STUDENT AMBASSADOR PROGRAM

The Student Ambassador Program is a select group of trained and informed students that represent the College at significant events and activities. Duties of an Ambassador include conducting campus tours and assisting with special events such as job fairs and recruitment events. For more information email student.involvement@nwtc.edu.

STUDENT CODE OF CONDUCT

In order to maintain high standards of instruction and to permit all who attend NWTC to obtain the most from their educational experience, students will a) conduct themselves in a manner as to comply with all civil and criminal laws and College policies and regulations while on NWTC properties or off-site school sponsored events; b) not interfere with the educational process of the College in any manner; c) conduct themselves both on-campus and off-site so that they do not endanger the safety or well-being of other students, staff or faculty. Students must provide appropriate photo identification upon request by College personnel.

Related to student conduct, the term “student” applies to any person currently enrolled in a credit and/or non-credit course(s) at NWTC, either full-time or part-time.

Freedom of Speech and Expression

NWTC welcomes and encourages free speech at all College campuses and locations. Students are welcome to assemble and/or exercise free speech that does not disrupt learning, enter areas that contain confidential records, or disrupt college operations. For questions or to report concerns, please contact the Dean of Student Development at (920) 498-5444 or (800) 422-6982.

Students have rights under the United States Constitution which may be exercised in the College as in other public institutions. The law recognizes that these rights are subject to restraints that may be imposed because of the College’s role and function. It is the policy of the Board of Trustees of NWTC to respect the properly exercised rights of students.

Student Conduct

The student conduct process may occur simultaneously, prior to, or following any criminal, employment, or other proceeding. A student charged with violating the Code of Conduct may not avoid the conduct process by withdrawing from the College. Student conduct proceedings may continue without the student’s participation, and/or a hold may be placed on the student’s record until the matter is resolved. A student may be sanctioned regardless of enrollment status. The student will be notified through their NWTC email account or via certified letter in exceptional cases.

The Student Code of Conduct lists procedures to respond to such behaviors, and it provides for sanctions that are intended to educate and to safeguard members of the College community. If students have any questions about this Code, please contact the Office of the Dean of Student Development at (920)498-6984, john.grant@nwtc.edu.

Violations

Whenever a student commits or attempts to commit a violation of the Student Code of Conduct as set out below on the College campus, or at an activity, function or event sponsored or supervised by the College, discipline and sanctions may be imposed on the student. Discipline may also be imposed whenever a student commits a violation of the Student Code of Conduct off campus, if the misconduct adversely affects the College community or the pursuit of its educational objectives. NWTC academic programs may have program specific handbooks with additional expectations and possible sanctions specific to the program. Students may be subject to possible sanctions from both their specific academic program as well as the general Student Code of Conduct.

Violations of the Student Code of Conduct include but are not limited to:

1. Violation of NWTC's Alcohol, Tobacco and Drug Free Working and Learning Policy as published in the "Student's Right to Know" section of this handbook.
2. Theft, or attempted theft, of property, services, or funds, including forging documents.
3. Intentional or willful destruction of property. Unintentional damage may also be considered a violation of the Student Code of Conduct if the student(s) responsible does not report the damage to College staff. Restitution may be required if the damage happens to NWTC property or facilities.
4. Assault and/or battery.
5. Conduct (to include social media and electronic communication) which constitutes harassment, bullying or abuse that threatens the physical or mental well-being, health or safety of any individual.
6. Sexual harassment or misconduct to include:
 - Any sexual act that occurs without the consent of the victim, or that occurs when the victim is unable to give consent.
 - Obscene, lewd, or indecent behavior, which includes, but is not limited to, exposure of one's sexual organs or the display of sexual behavior that would reasonably be offensive to others.
 - Conduct of a sexual nature that creates an intimidating, hostile or offensive campus, educational or working environment for another person. This includes unwanted, unwelcome or inappropriate sexual or gender-based activities or comments. (For more details on sexual misconduct, how to file an incident report, Title IX Coordinator's contact information, etc., see section in Student Handbook, listed as "Title IX").
7. Possession or use of weapons or explosive devices including threats of such activities. All NWTC owned/leased properties are weapons-free as per Wisconsin State Statute 943.13(1m)(5): Possession of firearms, dangerous articles, incendiary devices, explosives, or other potential weapons are forbidden on NWTC owned or operated property or at NWTC sponsored activities, except in program and/or course required and designated instances. The use, concealment, creating, manufacture, or possession of weapons, facsimile firearms, and/or potentially dangerous devices, whether functional or not, in the NWTC facilities (owned or leased), in the NWTC buildings (owned or leased), or at NWTC sponsored functions held on public or private property off campus is strictly prohibited, except as expressly permitted.
8. Trespassing on College property or other unauthorized use of College property or services.
9. Abuse of College computer, network, or other technology system resources and other violations of the College's Acceptable Use Policy. In addition, use of camera phones, photographs, audio recordings, etc. for educational purposes is prohibited when others would have a reasonable expectation of privacy. The College's Acceptable Use Policy can be found here: <https://www.nwtc.edu/about-nwtc/departments/iit/iit-policies>
10. Disrupting the peace, the education process or any related activity. Public use of inappropriate language, which interferes in any way with the learning process or environment at NWTC.
11. Failure to comply with the directions of an authorized College employee or representative who is performing his/her duties.
12. Any conduct that constitutes a violation of the terms of any discipline imposed in accordance with this procedure, or any form of retaliation toward a reporting party or any participant in an investigation or conduct process. Retaliation will not be tolerated.
13. Any conduct that constitutes a violation of handbooks, contracts, or behavioral expectations specific to College programs or activities.

14. Violation of federal, state, or local laws while on NWTC premises, at NWTC-sponsored activities, or in any context which might endanger the safety or well-being of other students, staff, or faculty, or which might otherwise be detrimental to the interests of the College.
15. Any behavior considered harmful to students, the college community, or the teaching/learning process.
16. Academic dishonesty, including cheating, plagiarizing, or furnishing false information on such forms as transcripts or applications for admission. Failure to report knowledge of academic dishonesty to a College official may be considered a violation of the Student Code of Conduct.
17. NWTC is a tobacco free campus, which includes all electronic nicotine delivering devices. Tobacco usage is prohibited on the premises (buildings, grounds, sidewalks, streets, parking lots, and structures) or in College owned or leased vehicles. Individuals may use tobacco or e-cigarettes in their personal vehicles; however, disposal of cigarette butts, smoking materials, or garbage on campus grounds is strictly prohibited.

If a student is asked by an instructor or staff member of NWTC to remove themselves from either a classroom or another college location, the student may only return to that area with the approval of their instructor or a Dean/Associate Dean.

Cheating/Plagiarism

As a student at NWTC, students are expected to maintain personal and professional honesty in all their actions at the College. Students must do their own work and take steps to avoid plagiarism, collusion, or cheating. Student work includes tests, papers, projects, speeches, or any other assigned work that will be evaluated for a grade.

Definitions:

Plagiarism is “to steal and pass off (the ideas or words of another) as one’s own ...[to] present as new and original an idea or product derived from an existing source” (Webster’s Ninth New Collegiate Dictionary, 898).

Collusion occurs when two or more students who are preparing individual assignments work together and submit similar work for assessment. Any student who allows another to use his or her materials is guilty of collusion. Collusion does not occur if students have been assigned group projects.

Cheating includes, but is not limited to, looking at, copying, or using the work of another for assignments or projects, sharing test questions, using unauthorized test banks, or by using unauthorized notes or materials on examinations.

Examples:

A student may be found responsible if any of the following occur:

- Submits a paper, examination, computer program, project, speech or assignment as his or her own work if someone else prepared it.
- Copies verbatim (word-for-word) the written materials of others without putting such words in quotation marks and/or without documenting the source of those words.
- Paraphrases (puts into the student’s own words) the ideas of others without documenting the source of these ideas.
- Copies the artistic creations of others without documenting the source of those ideas.
- Copies a table, chart, diagram, or any illustration without documenting the source.
- Uses terminology or concepts created by another without documenting the source.
- Presents false, fabricated, or altered information or data to support the thesis or main idea of the work.
- Submits the same assignment for more than one course without the permission of all the instructors.
- Downloads and uses text or materials from the Internet, from a hard drive of any computer (on campus or elsewhere), or from a USB, CD-ROM or other electronic storage device without documentation and the original author’s consent.
- Performs and/or accesses any work for another enrolled student, regardless of delivery mode.

Filing of an NWTC Incident Report

Any person may allege a violation of the Student Code of Conduct by completing a NWTC Incident Report Form. Students may contact Campus Security or any member of the College staff to initiate an incident report. An incident report may be filed on line at:

https://cm.maxient.com/reportingform.php?NortheastWisconsinTC&layout_id=18

The College reserves the right to initiate a student conduct process based on available information, even if a formal incident report has not been received. The incident report shall describe the conduct in question and, if known, the name of the person or persons alleged to have engaged in that conduct. An incident report should be filed within 24-48 hours of the reportable incident if possible.

Notification of Alleged Conduct Violations and Preliminary Investigation

Upon receiving an incident report, the Dean of Student Development or his/her designee may appoint additional staff to conduct a preliminary investigation of the complaint.

If sufficient cause is found suggesting a conduct violation, the student will be informed in writing of the charge(s) against him or her (including the specific provision(s) of the Student Code of Conduct alleged to have been violated). Students alleged to have violated the Student Code of Conduct may request to view the incident form. NWTC will redact personal information (names, IDS numbers, and addresses) of other students or staff members. Requests for viewing these reports must be made in writing to the Dean of Student Development at least one business day in advance.

The student will be informed in writing of the charge(s) against him or her (including the specific provision(s) of the Student Code of Conduct alleged to have been violated), and the College will request that the student participate in a mandatory meeting with the Dean of Student Development or designee. The purposes of the mandatory meeting are to review the charge(s) and possible sanctions in the event that the student is found to be responsible for the violation(s) in question; to provide the student with an opportunity to respond to the charge(s); and to review discipline and appeal procedures and the student's rights in connection with those procedures. In any investigation or conduct meeting, a student may request to bring an advocate, whose function is to support and advise the student, NOT to represent him/her. NWTC will attempt to accommodate all parties' schedules, however, conduct meetings are required and students will be expected to attend.

Investigation of Student Conduct

Except under extreme emergency circumstances, the personal possessions of students will not be searched unless reasonable suspicion exists that a crime against the College has been committed, is being committed, or there is a potential for injury or violence on campus. For premises such as lockers and other facilities controlled by the College, an appropriate and responsible authority will be designated to whom application should be made before a search is conducted. This person is the Vice President of Student Services or his/her designee, at NWTC (i.e. Security Manager).

An application will be prepared specifying the reasons for the search and the objects or information sought. The student will be present, if possible, for the search, unless exigent circumstances exist. For premises not controlled by the College, the ordinary requirements for lawful search will be followed. When reasonable suspicion exists, tests for illegal controlled substances or alcohol may be administered consistent with applicable law.

Appropriate law enforcement personnel will be responsible to advise students of their rights when students are charged or arrested for violations of law. Appropriate College officials reserve the right to independently investigate student misconduct and alleged violations of institutional regulations or policies. No illegal harassment will be used by College representatives to cause an admission of guilt, or to extract information about conduct of other suspected persons.

Determination of Sanctions

In keeping with the values of NWTC, sanctions are designed to promote the College's educational mission. Sanctions may also serve to promote safety or to deter students from behavior that harms, harasses, or threatens people or property. Some behavior is so harmful or disruptive to the College community or to the educational process that it may require more serious sanctions, such as removal from specific programs, courses or activities, suspension, or expulsion. More than one sanction may be recommended.

Investigations may still occur, and sanctions placed even if a student chooses not to participate in the process.

Factors Considered in Determining Sanctions

Although not binding or definitive, the following factors may be considered in determining what sanctions are appropriate in a case:

1. The nature of the violations(s).
2. Prior violations and disciplinary history.
3. Mitigating circumstances surrounding the violation.
4. The student's motive or purpose for engaging in the behavior.
5. Sanctions which have been imposed in similar cases in the past.
6. The developmental and educational impact on the student.

Possible Sanctions

Multiple sanctions may be imposed, including but not limited to one or more of the following:

1. Expulsion: Expel a student from the College, a program, course, or activity on a permanent basis.
2. Suspension: Suspend a student from the College, a program, course or activity for a specified period of time.
3. Prohibition on Re-enrollment: Bar a student from re-enrolling in the College, a program, course or activity for a specified or unlimited period of time, if a student withdraws prior to being suspended or expelled.
4. Conditional Enrollment or Re-enrollment: Condition a student's enrollment or re-enrollment on his or her taking or refraining from specific actions.
5. Behavioral Expectations: Students are expected to comply with the behavioral expectations of the NWTC Student Code of Conduct as well as those expectations laid out in their program handbook. If students are found responsible for violating these expectations, they may be required to comply with any sanctions and provisions issued such as: mental health assessments, counseling participation, referrals to outside agencies, etc.
6. Educational Requirements: A provision to complete a specific educational requirement directly related to the violation committed. The provision will be clearly defined. Such educational requirements may include, but are not limited to, completion of an alcohol education workshop, a diversity awareness workshop, essays, reports, etc.
7. Remedial Action: An agreement between the student and the Office of the Dean of Student Development that the student shall pursue specific remedial action.
8. Probation and/or Restrictions: The withdrawal of specified privileges or restrictions on action for a definite period of time (i.e., restriction from entering specific College areas and/or all forms of contact with certain individuals).
9. Reprimand: A formal letter of warning or final warning shall be placed in the student's conduct case file.

In Academic Integrity cases, the following sanctions may be imposed:

1. Give the assigned work a zero or an F.
2. Notify the student's program instructors of the incident.
3. Ask the student to create original work in a supervised setting.
4. Drop the student from the course with an F.
5. Suggest to the Dean that the student be dropped from the student's academic program.
6. Adhere to the penalty stated in each course's syllabus.
7. Record an event of cheating in the student's disciplinary record.

Procedural Standards in Student Code of Conduct Proceedings

Educational institutions have a duty and the disciplinary powers to protect their educational purpose, through the setting of standards of scholarship and conduct for the students who attend them, and through the regulation of the use of institutional facilities. The College encourages students, faculty, and staff to resolve disputes informally in appropriate cases. Contact the Office of the Dean of Student Development to learn more about College-facilitated procedures for informal dispute resolution. Student conduct outcomes will not necessarily change if criminal charges are dismissed or altered.

Interim Action (If necessary)

The Dean of Student Development or designee may impose interim action(s) prior to a conduct meeting and/or while an investigation or conduct process is occurring. Such action is reserved for those cases when it is necessary to protect the health, welfare, or safety of a student or the community. Such action may also apply if the student poses a threat of significant disruption to the educational process and/or the normal operations of the College, or if the student cannot be located, and/or does not participate in the conduct process. Should such events occur, the Dean of Student Development shall send written notice of such measures/actions to the student, at his or her last known address by certified mail, return receipt requested as well as through the student's NWTC email account. The notice shall state the specific action imposed and the reason for the action as well as instructions regarding next steps in the conduct process.

Possible Outcomes of the Preliminary Investigation

The Dean of Student Development or designee will determine the most appropriate resolution and/or adjudication format, which include:

1. **Insufficient Cause** - If the Dean of Student Development or designee finds insufficient cause to charge a student with violating the Student Code of Conduct, and/or if the investigation indicates that the student is not responsible for the violations, the case will be closed.
2. **Mediation** - In appropriate cases, the Dean of Student Development or designee may coordinate a mediation process with the involved parties. Mediation is a voluntary process in which the parties involved meet with a neutral third party to discuss and design a resolution to the issues of concern. Mediation often results in a written agreement that is drafted and signed by both parties. If students elect not to participate in the mediation process, adjudication of the case may take another form as listed here. Mediation is never used to resolve cases involving sexual misconduct.
3. **Informal Resolution** - The student and the Dean of Student Development or designee, faculty member, and dean/associate dean shall agree to resolve the matter informally. In that event, the student and the Dean of Student Development or designee shall review the charges and the student shall accept responsibility for the charged violations of the Student Code of Conduct. The student and the Dean of Student Development or designee, faculty member, and dean/associate dean may then discuss a plan for resolving the issues involved in the misconduct, which may include sanctions. A student who elects to resolve the charge(s) through an informal resolution shall, after being informed of his/her rights, sign a judicial action form as a written acceptance of the responsibility and the specified sanction(s) imposed. This action will close the case.

A student who disagrees with the findings of responsibility or the sanctions levied may choose to request a formal hearing. The request for a formal hearing must be made in writing (may include electronic correspondence) to the office of the Dean of Student Development within 3 business days of the informal resolution discussion. Informal resolution is a required step before a student, or the College requests a formal hearing.

4. **Formal Hearing** - The student may proceed to a formal hearing if requested (see above). At this time, an NWTC Student Conduct Panel, consisting of three (3) NWTC staff members; of which two (2) representatives will be from the Learning Division and one (1) representative from Student Services, would be assigned by the Vice President of Student Services and convened to hear the case. The Student Conduct Panel has the following guidelines:
 - a. The Panel will be chaired by a designee of the Vice President of Student Services. The committee will strive for a cross-section of program departments avoiding conflict of interest through program department assignment or student familiarity.
 - b. If members have a conflict of interest in an individual hearing, they will be excused from that proceeding.
 - c. These meetings will be closed meetings. Parties involved have the right to request the presence of other college students or staff to speak on their behalf; subject to approval by the office of the Vice President of Student Services (only students and staff familiar with the action taken may speak).

- d. The Student Conduct Panel shall hear the case in an impartial manner and shall issue a ruling based on the preponderance of evidence. A “preponderance of evidence” standard of proof is different than a legal standard of proof. Students are found responsible if the facts support that a student is more likely than not to have violated the Student Code of Conduct. This testimony should be limited to facts surrounding the case in question.
- e. The proceedings will be recorded to ensure accurate information should the Panel’s opinion be appealed.

Pre-Hearing Review by Student Conduct Panel Members

Student Conduct Panel meetings times are scheduled to allow at least 30 minutes of preparation before the first student arrives. During that time, Student Conduct Panel members should:

1. Review all written statements and reports.
2. Determine the time sequence of the events that allegedly occurred.
3. Establish the main areas which need resolution (usually areas in which accounts differ).
4. Assign roles to Student Conduct Panel members, (i.e. Chairperson, recorder, who will read the incident report during the hearing)
5. Any potential conflicts of interest must be discussed with Student Conduct Panel Chairperson and addressed.
6. Arrange seats to accommodate all participants.
7. Determine if there is a quorum (at least two members). If not, the referred student may waive the need for a quorum. If the student wants a quorum, direct the student to the Dean of Student Development’s Office to reschedule the hearing.

Discussion and Questioning Guide for the Hearing

This section of the hearing is intended to allow Student Conduct Panel members, the accused student(s), and involved parties (faculty, dean/associate dean) to hear all testimony and to question involved parties. The outline presented below offers a sequence guide for the hearing.

1. Greet the student and ask them questions to get some background information about them (i.e. year in school, program, clubs, interests, etc.) Then introduce the Student Conduct Panel and explain the procedures of the hearing.
2. The accused student is asked to make a narrative statement regarding the incident. The student should tell what happened in his/her own words.
3. The incident report is read by a designated Student Conduct Panel member, omitting all student names other than the accused. The accused student is provided an opportunity to comment on the report.
4. Student Conduct Panel members direct questions to the accused student as needed. The Chairperson will monitor the question and discussion period to make sure that all questions are appropriate, and the accused student has had the opportunity to fully respond.
5. The accused student is asked to identify the witnesses to be called and the relevancy of their testimony. The Chairperson should be liberal in allowing relevant witnesses. Character witnesses for the complainant are not usually appropriate.
6. The accused student’s witnesses are heard first as follows:
 - Each witness provides a narrative account. The specific charges may be shared with the witness.
 - Questions are asked by Student Conduct Panel members.
 - Witnesses are dismissed, and additional questions may be asked of the accused student, provided they are not redundant.
7. The accused student is given an opportunity to ask any questions or give a brief summary statement.
8. The College shall also have the opportunity to bring witnesses and present findings to the Student Conduct Panel. Steps four, five and six will be repeated to allow the panel to ask the College representatives questions as needed as well as question any witnesses the College provides to support the allegation. The Panel may then ask follow-up questions for clarification before releasing the student and the College personnel from the hearing.

Deliberation

The Student Conduct Panel dismisses the student to deliberate the facts and to determine responsibility. Consider only the evidence submitted during the hearing. Avoid speculation unsupported by logical or factual analysis utilizing a "preponderance of the evidence" standard of proof (51%). The Student Conduct Panel decides whether or not the student is responsible for the violation(s).

Determining Sanctions

1. The Chairperson explains the possible sanctions available to the Student Conduct Panel and the sanctioning process using the sanction guidelines.
2. Student Conduct Panel members must reach consensus on their sanction recommendation. Panel members will vote by hand vote unless a secret ballot is requested of at least one Panel member.

Presentation of Decision

The decision of the panel will be sent to the student electronically, via their student email account (mymail.nwtc.edu). The decision will be provided to the student within 24 hours of the meeting.

If the accused student is found responsible:

1. The Chairperson will deliver the sanctions decided upon by the Student Conduct Panel as well as the rationale for determining that sanction.
2. The panel decision is submitted to the Dean of Student Development's office. The Dean will review and approve findings after all students in that report have been heard and their notes reviewed. Then the Dean of Student Development will notify students via a decision letter.
3. The accused student will be informed of the right to appeal the decision and/or sanction.

Appeal of the Conduct Process

All students have the right to appeal disciplinary decisions with the exception of students who request a formal hearing but do not attend their scheduled hearing time. Appeal requests must be made in writing to the Vice President of Student Services within three (3) business days after verbal or written notification of the sanction. A student may appeal for three (3) reasons which include:

- The introduction of new information
- Failure to uphold the student's rights

An appeal must contain the following information:

- Reason for the appeal request
- The name, address, and telephone number of the party
- A clear statement explaining the nature and circumstances of the appeal, citing new evidence or how their rights have been violated during the conduct process.

The Vice President of Student Services or designee will render and cause a decision to be sent to the student via their NWTC email account within (ten) 10 academic days after receipt of the appeal.

At the discretion of the Dean of Student Development or designee, sanctions may be deferred while a request for an appeal is being considered.

STUDENT HEALTH SERVICES

Currently enrolled students have access to FREE acute care health services in the College's Campus Care Clinic located on the Green Bay campus and near site services at Bellin Health in Marinette and Sturgeon Bay. Appointments/walk-ins (specific times) are welcome and visits are no cost (including labs). At the clinic, nurse practitioners and physician's assistants treat patients for common ailments including ear infections, strep throat, cold/flu, infections, minor burns, and rashes. Students must provide their NWTC student ID number to use the services. Bellin Health maintains all records and no one at NWTC has access to individual records.

STUDENT INVOLVEMENT

The mission of the Student Involvement Office (located in SC118) is to promote the development of the whole student by complimenting the academic experience through a variety of innovative activities.

Co-curricular events are designed to provide a wide base of experience paralleling professional, leadership oriented, technical, civic, and social activities.

Student Involvement is responsible for the following services/events:

Music Opportunities	Make & Take Events
Blood Drive (twice per year)	Peer Conduct Review Board
Clinical Name Badges	Recreational Sports
Cultural & Social Awareness Events	RISE+ Leadership Series (Racial Inclusion for Student Equity)
Discounted Tickets	Student Ambassadors
Family Events	Student Appreciation Days
Fitness Center	Student ID
Food for Thought Speaker Series	Student Clubs & Organizations
Graduation Ceremonies	Student Senate
Leadership Development Opportunities	Student Trips
Live Music & Entertainment	
Lost & Found	

A complete listing of Student Involvement services/events can be found by going to [Student Involvement](#)

Student Organizations

The main purpose of each organization is to provide the opportunity to gain educational experience outside of the classroom in working toward desired goals. A complete listing of the student organizations can be found by going to [Student Clubs & Organizations](#)

Student Organizations Requirements

- NWTC advisors are required and appointed if the organization is using NWTC facilities and/or funds. An advisor must be an NWTC employee.
- Student organizations will be required to submit a current constitution and all required paperwork in order to be an officially recognized organization.
- All NWTC organizations are open to individuals without respect to race, creed, or national origin.
- Officer roles must be held by currently enrolled NWTC students.

NWTC holds open membership to any and all students who desire participation in extracurricular clubs and/or activities, and will provide reasonable accommodation(s) for students who have self-reported need and for whom the College has appropriate documentation of said need, as long as the College is directly sponsoring said club or activity or if the club or activity is held on premises owned and/or operated by NWTC. The College will not be responsible, however, for accommodations as defined by ADA and Section 504 of Federal Rehabilitation Act of 1973, if functions and/or extracurricular activities are not directly sponsored by one or more of Northeast Wisconsin Technical College's departments or programs, and if said functions or activities are held on premises other than those owned and operated by NWTC. This includes, but is not limited, to state sponsored program competitions held off campus, CTSO conferences, and any other function as defined by NWTC administrative policy.

Student functions that are held outside the College facilities are subject to the guidelines and policies established by the College, Student Services, Student Involvement Office, Student Senate, and staff in charge of each function. These functions can include, but are not limited to, club field trips, leadership development, state and national competition, banquets, graduations, and all other functions which take place in the best interest of the College.

Student Senate

Student Senate representatives from each student organization are named at the beginning of each year. They meet twice monthly to promote the welfare of the student body. The Student Senate Executive Board made up of officers elected from the representatives outlines plans and policies for the Student Senate members.

STUDENT SUPPORT SERVICES

The Student Support Services team (located in SC133) is dedicated to assisting students achieve success by providing non-academic support services outside of the NWTC classroom. Services are offered to all students, with focused support for:

- BOOST programming supports low-income families through key transition points on their career/educational journey to a family sustaining wage and is in partnership with Forward Services Corp
- Childcare funding and resources for parents
- Community/social service agency resources and referrals i.e., food-share, housing, energy assistance, etc.
- Financial Coaching Resources - paying for college options, internal and external scholarship resources, basic budgeting, financial literacy workshops, and understanding Financial Aid awards
- Foster Youth – Assistance navigating the college experience
- Pencil Box – basic school supplies made available through donations from faculty, staff, and students (Need basic school supplies? Stop in!)
- Shared Harvest
- Student Emergency Funds

Shared Harvest food pantry is available to currently enrolled students. Students may pick-up groceries on a weekly basis in the Student Support Services office (SC133) on the Green Bay campus or the main office of the Marinette and Sturgeon Bay campuses. Grocery bags can be sent to Regional Learning Centers upon request. Students will be asked to present a valid student photo ID to receive groceries. Food is available through donations from faculty, staff, and students. Connections to local food pantries are also available.

The **Student Emergency Fund** may be available for students facing a financial emergency with limited resources. Students may be eligible for short-term financial assistance as well as connections to community economic support.

TECHNOLOGY USE POLICY

The NWTC Information System environment has been designed and developed to provide information resources for students, faculty, and staff of NWTC in their College related activities. The College provides computing facilities including electronic mail capabilities, Internet access, and data access for on-campus use of the College Community. NWTC students are provided a username and password to access resources related to classwork. Students are not allowed to share their username or password with anyone. Sharing a username or password to complete course related work is considered plagiarism and is in violation of the Student Code of Conduct.

To access the complete Information Systems Acceptable Use policy, please refer to NWTC's website at www.nwtc.edu.

TITLE IX/SEXUAL MISCONDUCT

Title IX of the Education Amendments of 1972 protects people from discrimination based on sex, including pregnancy and childbirth related concerns, in education programs and activities that receive federal financial assistance. Thus, NWTC believes in zero tolerance policy for gender-based misconduct. When an allegation of misconduct is brought to the appropriate coordinator's attention, and a respondent has been found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are not repeated. This policy has been developed to:

- Reaffirm these principles
- Provide recourse for individuals whose rights have been violated
- Define community expectations, which have been violated
- Provide a learning environment that is inclusive of all learners and free from gender discrimination

Sexual misconduct is a broad term encompassing any non-consensual behavior of a sexual nature that is committed by force or intimidation, or that is otherwise unwelcome.

Sexual misconduct includes:

- Sexual assault

- Sexual exploitation
- Sexual harassment
- Stalking
- Relationship violence (domestic and dating)
- Hostile environment

Sexual misconduct may vary in its severity and consists of a range of behaviors or attempted behaviors. It can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual misconduct can occur between members of the same or different gender and can also occur while individuals are fully clothed.

The Title IX Coordinator position has been established to oversee all sex discrimination, sexual harassment, and sexual assault and relationship violence complaints at the College, and to promote an environment that is free of gender bias and misconduct.

Title IX Coordinator(s)

Kelly Schumacher
Disability Services and CARE Case Manager
Student Development
kelly.schumacher@nwtc.edu
(920)498-6390

Valarie Wunderlich
Directory, Total Rewards
NWTC Talent & Culture
valarie.wunderlich@nwtc.edu
(920)498-6935

Questions or concerns should be directed to any of the Title IX Coordinators. For more information, view the [Gender Discrimination and Sexual Misconduct](#) website.

TOBACCO/NICOTINE USE POLICY – ALL CAMPUSES

To create a healthier environment for everyone who comes to Northeast Wisconsin Technical College to study, work, or visit; all Northeast Wisconsin Technical College campuses are tobacco/nicotine free (which includes all cigarettes, electronic nicotine delivering devices and smokeless tobacco). Northeast Wisconsin Technical College is strongly committed to maintaining, improving the health and well-being of all employees and customers, and complying with the State of Wisconsin law. Usage is prohibited on the premises (buildings, grounds, sidewalks, streets, parking lots, and structures) or in College owned or leased vehicles.

Individuals may use tobacco or e-cigarettes in their personal vehicles; however, disposal of cigarette butts, smoking materials, or garbage on campus grounds is strictly prohibited.

NWTC is committed to the health and wellness of students and staff and support the use of FDA approved cessation methods on campus (i.e. gum, lozenges, patches or medication). Electronic cigarettes are not an approved cessation device and will not be permitted.

TUITION AND FEES

Class Fees

The Wisconsin Technical College System Board and the NWTC Board of Trustees officially sets course fees. Fees are established each spring for the following school year and are subject to change without notice. Payment is due by the first day of the term. For students who register after the first day of the term, payment is due within 10 days of the registration date. Tuition Due Dates can be found www.nwtc.edu/studentfinancials. Program, security, and activity fees are charged on a per-credit basis. In addition, students must pay a material fee assigned by the State Board to the educational area of instruction. In some cases, additional project related fees are charged by the individual classes.

Approved rates for the 2022-2023 academic year:

Program Fees – Postsecondary & Voc. Adult	\$143.45/credit
Program Fees – Collegiate Transfer	\$188.90/credit
Material Fees	\$4.50 - \$70.00/credit
Activity Fees	\$9.55/credit
Security Fees	\$2.80/credit

Student Accident Insurance Fee	\$4.50/semester
Community Service Classes (Aid Code 60):	
• Community Service Fee	\$180.00/credit
• Registration Fee	\$4.50/class
Criminal Background Check (CBC)	Varies by program. Additional details can be found on the NWTC website here
Health Records	Varies by program. Additional details can be found on the NWTC website here
Credit for Prior Learning (CPL):	
• Credit by Exam	\$50/course
• Credit by Portfolio	\$90/course
• Credit by Skills Demonstration	\$90/course

Non-resident fees for 2022-2023 are \$71.73/credit in addition to the course fees. Michigan/Wisconsin reciprocal students pay a non-residency fee of \$5.00 per credit in addition to the course fees. This reciprocal agreement applies to residents of Gogebic, Iron, Dickinson, Delta and Menominee counties in Michigan.

The act of registering for a class creates an obligation to pay. Payment in full is due by the first day of the term. Students who do not have a payment method in place by the due date, will have a hold placed on their account preventing further registration, exchange of classes, processing of program applications, testing and release of grades and official transcripts until tuition and fees are paid. Students are responsible for all additional fees assessed resulting from a past due balance.

My.Financials is an online student bill payment portal which allows students and authorized users to view electronic bills (eBills), make online payments, and better manage their student accounts and payment plans. My.Financials is available online anytime – 7 days a week, 24 hours a day. Students can access My.Financials, by logging into their My.NWTC account, click on *Manage My Finances* and My.Financials.

All students are required to log into their My.Financials accounts to view their eBill statements. Each time a new eBill statement is made available, an email is automatically sent to the student’s NWTC campus email.

Payment options:

- **Cash/Check/Money Orders:** Payments can be made at any NWTC campus location. Checks and money orders are to be made payable to NWTC and can be paid at any campus location or mailed to NWTC. Student ID numbers must be included on the check or money order.
- **Credit Card:** Payments can be made at any NWTC campus location, by phone, or online through My.Financials. Discover, MasterCard, and Visa are accepted. ***There is a 2.75% convenience fee when using a domestic credit card and a 4.25% convenience fee when using an international credit card for payments made on tuition and fees posted on the student’s NWTC account.*** Any credit card payments returned with a failed credit card authorization will be assessed a \$15.00 fee.
- **eCheck:** eCheck payment is available through My.Financials. The eCheck payment process will require a bank routing number and account number. Payments can be made from a checking or savings bank account. Payments returned by the bank will be assessed a \$15.00 NSF fee (non-sufficient funds).
- **529 Savings Plan:** There is a \$10 non-refundable convenience fee when using the 529 savings plan payment option through My.Financials.
- **NWTC Payment Plan:** NWTC Payment Plans are available to help divide a student’s tuition and books into monthly installments due within each semester. To enroll online for a NWTC Payment Plan, a student must have a minimum tuition balance of \$100.00 within the semester. There is a non-refundable \$30.00 set up fee per semester which will be due at the time of payment plan enrollment. A student’s NWTC account must be in good standing with the College. A student must enroll online into the payment plan each semester by logging online to their My.NWTC account, under Student Finances, select My.Financials. Payments are automatically deducted from a student’s credit/debit card or bank account. There is a \$15 fee for any returned payment, such as NSF (non-sufficient funds) or failed credit card authorization. If an installment is missed, a late fee of \$10 will be assessed

after a 15-calendar day grace period. Students will be automatically withdrawn from a payment plan after failure to pay two consecutive installments. All communications regarding a student's payment plan will be sent through the student's NWTC campus email account. It is important for a student to know their total current balance to help with understanding their monthly installments due. An increase to a student's account balance (adding classes and/or other charges) will result in a payment plan consolidation agreement that must be accepted by the student through their My.Financials account. Failure to accept the consolidation will result in charges due outside of a payment plan agreement. Any reduction in an overall student account balance will automatically reduce payment plan installments. It is highly recommended students log into their My.Financials to help them better manage their payment plan.

- **Agency Authorization:** To defer tuition, books, and fees to a third-party organization or agency will require a signed Authorization to Bill form filled out by the agency. To obtain the Authorization to Bill form, please visit Student Financial Services at www.nwtc.edu/payingforcollege.
- **Financial Aid:** For more information, please visit Financial Aid at www.nwtc.edu/financialaid.
- **Scholarships:** For more information, please visit NWTC Educational Foundation at www.nwtc.edu/scholarships.
- **Military Benefits:** For more information, please visit our Veterans Benefits page at www.nwtc.edu/payingforcollege.

NWTC requires all students who register for classes and do not pay in full at the time of registration to sign the Payment Agreement online through the students' my. NWTC account. A hold will be placed on student accounts preventing further registration and/or exchange of classes until this requirement is complete.

The Student Finance Office will refer students with unpaid, past due account balances to an outside collection agency for further recovery. The following information may be released to the College's collection agent/s including student payment history, student identification number and social security number. In the event of such action, the student is responsible to pay all late fees and collection fees, including reasonable attorney's fees incurred by NWTC, or its representatives, in connection with the collection of the past due amount. It is the student's responsibility to keep contact information current with the College.

VETERANS AND SERVICE MEMBERS

Veterans Certifying Information

Student Veterans and Service Members: For the purpose of this handbook, all policies and procedures relating to Veterans and Service Members at NWTC, are defined in accordance with 2013 Wisconsin Act 56. The law states "Veteran and Service Member means a person who has served or is serving on active duty under honorable conditions in the U.S. armed forces, in forces incorporated as part of the U.S. armed forces, in the National Guard, or in a reserve component of the U.S. armed forces."

Note: NWTC does not award Veteran or Service Member status based on eligibility criteria determined by the State or Federal Department of Veterans Affairs. If a student has a question about their status, they should contact their local county veteran's office or the Department of Veterans Affairs

Assistance is available for federal benefits under:

- Chapter 30, Montgomery GI Bill ®(Active-Duty)
- Chapter 31, Disabled Veteran's Vocational Rehabilitations Program
- Chapter 33, Post 9/11 GI Bill®
- Chapter 35, Survivor/Dependents' Educational Assistance Program
- Chapter 1606, Selected Reserve GI Bill® (Reserve and Guard)

Assistance under Wisconsin Benefits includes:

- National Guard Tuition Grant
- Retraining Grant
- WI GI Bill

Veterans who wish to continue to receive benefits must maintain satisfactory academic progress (GPA 2.0) each semester. For more information on veteran benefits contact the Veterans Certifying Official at (920) 498-6928, refer to the College catalog located on the website at www.nwtc.edu, or stop in the Veterans Office, Room SC134 on the Green Bay campus to speak with the Veterans Education Benefit Specialist.

Veteran Resource Center: The Veterans' Resource Center, located on the first floor of the Student Center on the Green Bay Campus in SC134. The Veterans Resource Center provides a place for student veterans to connect with peers, meet with the School Certifying Official for questions about VA education benefits, and receive the information and resources needed to be a successful student. For more guidance or answers to questions, please contact the Veterans' Resource Center.

Service Members Called to Active Duty: In the instances when a service member is ordered to active duty military service, the service member is required to submit a copy of their orders to the Veterans' Resource Center as soon as they are notified of the activation. The Veterans Support Specialist will work with the affected Service member to identify a solution that will create the least negative impact on the student. For regularly scheduled training obligations, service members should submit a copy of their training schedule to the Veterans Support Specialist, Academic Advisor, and instructors by their first day of class so that accommodations can be planned in advance.

Military Credit for Prior Learning: Based upon the program choice, student degree completion analysis, and net years of active military service (DD214-member 4 copy required), a Service Member/Veteran will be awarded up to 7 credits of general education coursework as outlined below:

For one year of active military service:

- College 101 (10-890-101)
- Oral/Interpersonal Communication (10-801-196)

For three years of active military service:

- Intro to Ethics: Theory and Application (10-809-166)

To get started contact your Academic Advisor, or submit a copy of your DD214 (member 4 copy) to the Veterans' Resource Center at VeteranServices@nwtc.edu

Accommodation Services: Accommodations on all campuses for Student Veterans with disabilities (such as Traumatic Brain Injury (TBI) and Post Traumatic Stress Disorder (PTSD) are coordinated through the Disability Services Office on the Green Bay Campus. To request accommodations, or if a Student Veteran needs accommodations, call (920) 498-6904 or (888) 385-6982.

Enrollment Services: Student Veterans and dependents using federal VA educational benefits will only receive payment for courses that apply to their degree as listed in their curriculum and in their degree audit. Students with questions concerning program requirements or registration should contact their Academic Advisor.

Priority Class Registration: Eligible Veterans and Service Members have an opportunity for priority registration for all subsequent semesters. This priority registration allows Student Veterans the opportunity to register 24 hours prior to Non-Veteran students. To qualify for priority registration, students must submit a copy of their DD214 (member 4 copy) to the Veterans Resource Center.

Unearned Tuition Assistance (TA) Policy: The Tuition Assistance (TA) Program (versus the Department of Veterans Affairs education benefits) provides financial assistance for voluntary off-duty civilian education programs in support of a service member's professional and personal self-development goals.

In the instances when a service member stops attending due to military service obligation, the service member is required to submit a copy of their orders to the Veterans' Resource Center. Enrollment Services will work with the affected Service member to identify a solution that will not result in a student debt for the returned portion.

TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student officially drops the course(s) through Enrollment Services, any NWTC campus location, or my.NWTC. Any unearned TA funds will be returned directly to the Military Service (not the service member) on a proportional basis through the 60 percent portion of the period for which the funds were provided.

The service member will be charged for the difference between the returned portion of the TA funds, and the Wisconsin Technical College System (WTCS) Refund Policy for tuition and fees (see Refund Policy).

Schedule of TA Funds to the Government: NWTC has 8-Week sessions, but some classes may be shorter or longer. The following example is based on an 8-Week Course Withdraw. Other shorter or longer courses are dynamic dated and will be prorated similarly.

Day 1-5	100% return	Day 16	71% return	Day 27	52% return
Day 6	89% return	Day 17	70% return	Day 28	50% return
Day 7	88% return	Day 18	68% return	Day 29	48% return
Day 8	86% return	Day 19	66% return	Day 30	46% return
Day 9	84% return	Day 20	64% return	Day 31	45% return
Day 10	82% return	Day 21	63% return	Day 32	43% return
Day 11	80% return	Day 22	61% return	Day 33	41% return
Day 12	79% return	Day 23	59% return	Day 34	40% return (60% of course is completed
Day 13	77% return	Day 24	57% return	Day 35	0% return
Day 14	76% return	Day 25	55% return		
Day 15	73% return	Day 26	54% return		

Department of Defense Voluntary Education Partnership Policy Statement:

In accordance with Department of Defense Instruction (DoDI) 1322.25, Voluntary Education Programs, paragraph 1.c.(1)(b), Northeast Wisconsin Technical College, as an institution providing education programs through the DoD Tuition Assistance (TA) Program, does not use unfair, deceptive, and abusive recruiting practices. In accordance with DoD MOU paragraph 3.j.(3), Northeast Wisconsin Technical College refrains “from high-pressure recruitment tactics such as making multiple unsolicited contacts (three or more), including contacts by phone, email, or in person, and engaging in same-day recruitment and registration for the purpose of securing Service member enrollments.”

WEB ACCESSIBILITY POLICY

NWTC works to ensure that the College website is accessible to *all* users, regardless of disability (including visual, auditory, physical, speech, cognitive, language, learning, and neurological disabilities). The College is committed to adhering to Web Content Accessibility Guidelines 2.0 AA standards whenever possible.

For more information on Web accessibility, please visit <https://www.nwtc.edu/about-nwtc/overview/policies/accessibility>.

STUDENT'S RIGHT TO KNOW

NWTC RESOURCES

Affirmative Action Officer (920) 498-6826
Emergency Counseling Services (920) 498-5444

COURSES AND INSTRUCTION ON SELF-PROTECTION SKILLS ARE OFFERED THROUGH:

Green Bay YWCA (920) 432-5581
Green Bay YMCA (920) 436-9622
Sexual Assault Center of Family Services (920) 436-8899

CRISIS SERVICES

Family Services Crisis Center, 24-hour Hotline – Brown County (920) 436-8888
Family Services Sexual Assault Center, 24-hour Hotlines:
- Brown County (920) 436-8899
- Door County (920) 746-8996
- Oconto County (920) 846-2111
- Marinette County (715) 732-7300
Family Services Counseling Clinics (mental health, substance abuse):
- Greater Green Bay (920) 436-6800
- Fox Valley & Surrounding (920) 739-4226
Golden House Family Violence Center - Green Bay (24-hr Helpline) (920) 432-4244
Hope Line – Center for Suicide Awareness (text HOPELINE to 741741)
ADAPT-Marinette County - 24/7 crisis intervention (715) 732-7760 or (888) 732-7549
National Suicide Prevention Lifeline (24/7) (800) 273-8255
Rainbow House Domestic Abuse Services:
- Marinette & Oconto Counties, 24-hour Crisis Hotline (800) 956-6656
- Michigan – Menominee County 24-hour Crisis Hotline (800) 956-6656
HELP of Door County - 24-hour Domestic Abuse Hotline (800) 914-3571
Safe Haven Domestic Abuse Hotline - Shawano (715) 526-3421
Shawano County Dept. of Community Programs, 24-hr Helpline (888) 238-3253

NWTC ALCOHOL, TOBACCO AND DRUG FREE CAMPUS

I. Introduction

Northeast Wisconsin Technical College is strongly committed to improving the health and well-being of all employees and customers and complying with the State of Wisconsin Law. To ensure a safe and effective learning and working environment, the possession, use, sale, transfer, or purchase of alcohol or controlled substances on College property is strictly prohibited. NWTC is also a tobacco free campus, which includes cigarettes, all electronic nicotine delivering devices and smokeless tobacco. Usage of any alcohol, illegal drugs or tobacco products are prohibited on the premises (buildings, grounds, sidewalks, streets, parking lots, and structure) or in College owned or leased vehicles. Individuals may use tobacco or e-cigarettes in their personal vehicles; however, disposal of cigarette butts, smoking/smokeless materials, or garbage on campus grounds is strictly prohibited.

A full description of NWTC's Alcohol, Tobacco and Drug Free Working and Learning Policy is available at <https://www.nwtc.edu/about-nwtc/overview/policies>. Violators of this policy will be subject to disciplinary action.

The provisions of this policy are intended to comply with applicable state and federal law including, but not limited to, the Drug-Free Workplace Act of 1988, the Drug-Free Schools and Communities Act Amendments of 1989, the United States Constitution, the Wisconsin Constitution, and the Americans With Disabilities Act of 1990. This policy is subject to change at the sole discretion of NWTC.

II. Scope

This policy applies to all students, employees, and invitees as defined in Section III below, except those regulated under federal or state drug laws to the extent that this policy conflicts with such laws.

III. Definition

Alcohol means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl or isopropyl alcohol.

Controlled substances (or "drugs") refers to any drug or substance whose use is legally prohibited including, but not limited to, marijuana (THC), cocaine, opiates, phencyclidine (PCP), amphetamines (including methamphetamines).

Employee(s) means faculty, staff, or student employees.

Invitee(s) means any person authorized by NWTC to engage in NWTC-related activities on NWTC premises including, but not limited to, independent contractors, consultants, volunteers, individuals employed by outside employment agencies, conference attendees, persons taking or auditing educational programs, and individuals participating in continuing education or certification activities.

Student(s) includes all persons enrolled in courses at NWTC, either full or part-time, pursuing undergraduate or professional studies. Persons who are not officially enrolled for a particular term but who have a continuing relationship with NWTC or have been notified of their acceptance for admission are considered students. This applies to all NWTC campuses, centers or sites owned and/or operated by NWTC as well as all modes of program and/or course delivery including program or course field trips.

NWTC premises means any building, structure, vehicle, improved land, or unimproved land, in whole or part, which is owned, used, or occupied by NWTC.

Workplace means any NWTC premises or other location where an employee is engaged in NWTC business.

IV. Prohibited Conduct

The following conduct is prohibited:

Alcohol

Using, selling, manufacturing, distributing, possessing, storing, dispensing, or being under the influence of alcohol on or off NWTC premises, as part of any College-related activity, or in the workplace, except as authorized under NWTC policy or otherwise by NWTC.

Controlled Substances

Using, selling, manufacturing, distributing, possessing, storing, dispensing, or being under the influence of controlled substances on or off NWTC premises, as part of any College-related activity, or in the workplace, except as authorized under NWTC policy or otherwise by NWTC.

Workplace or Campus Inspection

Interfering with a workplace or campus inspection.

Other Misconduct

Any other conduct that NWTC determines to be inconsistent with providing a drug-free and alcohol-free campus and workplace.

V. Consequences of Engaging in Prohibited Conduct

Factors Relevant to Sanction or Corrective Action

NWTC will evaluate violations of this policy on a case-by-case basis. In determining the appropriate sanction or corrective action, NWTC may consider an individual's work or academic record, the seriousness of the violation, the safety-sensitivity of the individual's position, whether the individual's behavior violated any other NWTC policies, whether a sanction or corrective action is permissible under law including, without limitation, The Americans With Disabilities Act of 1990, the provisions of any applicable collective bargaining agreement, and any other relevant factors.

Invitee

Any invitee who engages in prohibited conduct may be barred from further work for NWTC or from participating in other NWTC-related activities as may be permitted by law. Further, they may be reported to authorities for criminal prosecution or other appropriate action.

Student

Any student who engages in prohibited conduct may be:

- Referred to appropriate NWTC personnel for assistance.
- Required to successfully complete a drug or alcohol abuse treatment program as a condition of attendance.
- Reported to authorities for criminal prosecution or other appropriate action.
- Subject to disciplinary penalties, up to and including expulsion.
- Subject to any other appropriate action by NWTC.

VI. Drug or Alcohol Resources for Students

Resources for Students

NWTC recognizes drug or alcohol dependency or abuse as a major health problem as well as a safety and security problem. A student in need of help in dealing with such a problem is encouraged to contact his or her personal physician and to use the Student Services referral system, NWTC counselors, and other NWTC services. A conscientious effort to seek help shall not, in itself, jeopardize any student's enrollment.

VII. Student and Employee Complaints

Any student with a complaint relating to the application of this policy may seek redress through any applicable NWTC complaint resolution policy and procedure.

VIII. Confidentiality

NWTC will ensure privacy and confidentiality under this Policy, as may be required by State or Federal law including, but not limited to, the Family Educational Rights and Privacy Act of 1974, as amended.

IX. Administrative Responsibility

The Vice President of Student Services will administer this policy.

ALCOHOL AND DRUG ABUSE PREVENTION, INTERVENTION, AND REFERRAL SERVICES

Campus Alcohol and Other Drug and Alcohol Abuse Prevention, Intervention and Referral Services

NWTC takes a proactive approach to addressing alcohol and drug dependency or abuse through education, assessment and, when appropriate, referrals to outside resources for counseling and to self-help groups in the community. NWTC is engaged in a continual effort to raise the awareness of the students, faculty, and the community to the problems of alcohol and drug dependency or abuse.

Community Alcohol and Other Drug and Alcohol Abuse Prevention, Intervention and Referral Services

There are numerous community counseling resources available to students and staff with drug or alcohol problems, including:

Alcoholics Anonymous – Green Bay Area Hotline	(920) 432-2600
Bellin Psychiatric Center - Green Bay	(920) 433-3630
Brown County Community Treatment Center - Green Bay	(920) 391-4700
Crisis Center Services for Brown County - Hotline	(920) 436-8888
Family Services of Northeast Wisconsin - Green Bay	(920) 436-6800
Jackie Nitschke Center, Inc. - Green Bay	(920) 435-2093
Libertas Treatment Center - Green Bay	(920) 498-8600
Lutheran Counseling and Family Services of Wisconsin	(888) 867-4840
United Amerindian Center - Green Bay	(920) 436-6630

For additional Resources, please contact your medical provider.

LAWS RELATING TO ALCOHOL AND CONTROLLED SUBSTANCES

Wisconsin Drug and Alcohol Laws. The Uniform Controlled Substances Act, Chapter 961 of the Wisconsin Statutes, prohibits certain conduct relating to controlled substances and provides substantial criminal penalties for offenders. 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. 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), Wis. Stats. A person convicted of manufacturing a controlled substance, delivering a controlled substance, or possessing a controlled substance with intent to manufacture or deliver, can be imprisoned for up to 30 years and fined up to \$1,000,000. Sec. 961.41(1) and (1m), Wis. Stats. The

distribution of a controlled substance to a minor can lead to the increase of the applicable maximum term of imprisonment prescribed under 961.41(1) by not more than five years. Sec. 961.46, Wis. Stats.

Wisconsin also has substantial criminal sanctions that restrict the use of alcohol in various situations. It is unlawful to procure for, sell, dispense or give alcohol to anyone who has not reached the legal drinking age of 21 years. Sec. 125.07(1) (a) (1), Wis. 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), Wis. 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), Wis. Stats. A first-time underage violator of Section 125.07(4) (bs), Wis. Stats., can be fined up to \$500, ordered to participate in a supervised work program, and have their driver's license suspended.

Federal Laws Relating to Controlled Substances. There are numerous federal laws prohibiting various conduct relating to controlled substances. *These laws also provide substantial penalties, including:*

21 U.S.C. 844(a) 1st conviction: Up to one-year imprisonment and fined at least \$1,000.

After one prior drug conviction:

At least 15 days in prison, not to exceed two years and fined at least \$2,500.

After two or more prior drug convictions:

At least 90 days in prison, not to exceed three years and fined at least \$5,000.

21 U.S.C. 853(a) (2) and 881(a) (7)

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one-year imprisonment. (See special sentencing provisions re: crack, above.)

21 U.S.C. 881(a) (4)

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 844a

Civil fine of up to \$10,000.

21 U.S.C. 862

Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to one year for first offense, up to five years for second and subsequent offenses.

In addition, 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 six 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 five grams of cocaine can trigger an intent to distribute penalty of 10 - 16 years in prison.

CLERY ACT ANNUAL SECURITY AND FIRE SAFETY REPORT DEFINITIONS

General Crimes

- **Murder and Non-negligent Manslaughter:** the willful (non-negligent) killing of one human being by another.
- **Negligent Manslaughter:** the killing of another person through gross negligence. (Does not include traffic fatalities.)
- **Robbery:** the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- **Aggravated Assault:** an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
- **Burglary:** the unlawful entry of a structure to commit a felony or a theft.

- **Motor Vehicle Theft:** the theft or attempted theft of a motor vehicle.
- **Arson:** any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Sex Offenses

- **Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest:** Nonforcible sexual intercourse between persons who are related to each other wherein marriage is prohibited by law. (WI prohibits sexual intercourse between parties near than 2nd cousins but allows 1st cousin sexual intercourse if the woman is over 55 years or if one party has a letter from a physician confirming sterility.)
- **Statutory Rape:** Non-forcible sexual intercourse with a person who is under statutory age of consent. (Age of consent for intercourse in WI is 18)
- **Consent:** Under WI law, consent is words or overt actions by a person who is competent to give informed consent indicating a freely given agreement to have sexual intercourse or sexual contact. The following persons are presumed incapable of consent, but the presumption may be rebutted by competent evidence:
 1. A person suffering from mental illness or defect which impairs capacity to appraise personal conduct.
 2. A person who is unconscious or for any other reason physically unable to communicate an unwillingness to act.

Domestic Violence, Dating Violence and Stalking

- **Domestic Violence:** a felony or misdemeanor committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating or has cohabitated with the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime occurred.
- **Dating Violence:** violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. (Under WI law, dating violence is a form of domestic violence.)
- **Stalking:** is engaging in a course of conduct (2 or more acts) directed at a specific person that would cause a reasonable person to:
 1. Fear for the person's safety or the safety of others; or
 2. Suffer substantial emotional distress.

Hate Crimes

A hate crime is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias. Bias is a pre-formed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, gender identity, sexual orientation, ethnicity or national origin.

CSA's (Campus Security Authority) report the following crimes *only* if they occurred as a hate crime:

- **Larceny:** the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession but is in a position to exercise dominion or control over a thing.
- **Simple Assault:** an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

- **Intimidation:** to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- **Destruction/Damage/Vandalism of Property:** is to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

CLERY ACT CAMPUS CRIME STATISTICS

Northeast Wisconsin Technical College is required by Federal Legislation, the Student Right-To-Know and Campus Security Act of 1990 (Clery Act), to provide current and prospective students with crime statistics encompassing the previous 3 calendar years. In October of each year, the College files the Annual Security and Fire Safety Report (ASFR) with the U.S. Department of Education. The ASFR is disclosed yearly to all students and staff through email and is available anytime at:

<https://www.nwtc.edu/about-nwtc/safety-and-security>

NWTC SEX OFFENDER REGISTRY POLICY

In accordance with 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, the Northeast Wisconsin Technical College Campus Security Department is providing a link to the Wisconsin Department of Corrections Sex Offender Registry.

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/>