



Green Bay Campus
2740 West Mason Street
Green Bay, WI 54307
(800) 422-NWTC
(920) 498-5444

Marinette Campus
1601 University Drive
Marinette, WI 54143
(715) 735-9361

Sturgeon Bay Campus
229 North 14th Avenue
Sturgeon Bay, WI 54235
(920) 746-4900

Northwest Regional Center
649 East Jackson Street
Oconto Falls, WI 54154
(920) 848-6982

East Regional Center
133 Commerce Drive
Luxemburg, WI 54217
(920) 845-5945

West Regional Center
111 Thomas Avenue
Shawano, WI 54166
(715) 524-2418

Central Regional Center
418 South Hwy 141
Crivitz, WI 54114
(715) 854-3338

North Regional Center
2030 Calvary
Aurora, WI 54151
(715) 589-2768

Artisan Center
1417 Cedar Street
Green Bay, WI 54302
(920) 544-5018

North Coast Marine
Manufacturing Training Center
1428 Main Street
Marinette, WI 54143
(715) 504-2006

Woodland Technical
Regional Academy
2030 Calvary
Aurora, WI 54151
(715) 589-2768

Name: _____

Address: _____

Phone: _____

E-mail: _____

Dear Student,

This planner was created by the Student Involvement Office and Student Senate to help students achieve academic success and inform students about co-curricular activities happening on campus as well as other important dates. This planner includes student rights and expectations and should be considered policy of NWTC.

Students should stop by the Student Involvement Office or call (920) 498-7186 with any questions about this planner or the events listed inside.

Best wishes for a successful year!

The NWTC Student Involvement Office and Student Senate

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Student's Right to Know

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

2017-2018 ACADEMIC CALENDAR

Summer Term Begins	May 30, 2017
Summer Term Ends	August 15, 2017
Fall Term Begins	August 31, 2017
Registration for J/Spring Term Veteran's Priority	October 10, 2017
Registration for J/Spring Term Continuing Students Begins	October 11, 2017
Registration for J/Spring Term New Students Begins	October 25, 2017
Thanksgiving Recess (No Classes)	November 23-24, 2017
Mid-Year Graduation – Green Bay	December 15, 2017
Fall Term Ends	December 18, 2017
Holiday Recess	December 19, 2017 – January 5, 2018
J Session Begins	January 8, 2018
J Session Ends	January 26, 2018
Spring Term Begins	January 29, 2018
Spring Break	March 19-23, 2018
Graduation – Green Bay	May 11, 2018
Graduation – Sturgeon Bay	May 16, 2018
Graduation – Marinette	May 17, 2018
Spring Term Ends	May 18, 2018

2018-19 ACADEMIC CALENDAR

Summer Term Begins	May 29, 2018
Summer Term Ends	August 14, 2018

NWTC CAMPUSES AND PHONE DIRECTORY

Green Bay Campus	(920) 498-5400 or (800) 422-NWTC
Marinette Campus	(715) 735-9361
Sturgeon Bay Campus	(920) 746-4900
Voice Mail Weather Message	(920) 498-6380

Offices	Room	Phone
Academic Advising	SC240	(920) 498-5444
Accommodation Services - TTY (920-498-6901)	SC229	(920) 498-6904
Apprenticeship	AP218	(920) 498-5682
Assessment Center	SC365	(920) 498-5427
Basic Education	SC305	(920) 498-5421
Bookstore – Green Bay	SC146	(920) 498-5407
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
Enrollment Services Includes: - Call Center (Room SC210) - Financial Aid (Veterans)	SC240	(920) 498-5444 or (888) 385-6982

<ul style="list-style-type: none"> - Admissions and Enrollment - Student Records (Transcripts, Grades) - Student Financial Services - Welcome Center 		
General Studies	SC305	(920) 498-5421
Group Dynamics/Traffic Safety	CC102	(920) 498-5526
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: <ul style="list-style-type: none"> - 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) 498-6914
Service Learning & Civic Engagement	SC209	(920) 498-5431
Student Help Desk		(866) 235-5037
Student Involvement	SC118	(920) 498-5483
Student Support Services Includes: <ul style="list-style-type: none"> - Campus Wide Mentor Program Information - Community Connections - Connecting Families - Financial Wellness Center/Financial Coaching Services - Foster Youth Support - Non-Traditional Occupations Program - Pencil Box - Peer Mentoring Program - Student Emergency Fund - Students of Color 	SC133	(920) 498-6258
Sturgeon Bay Bookstore/Registration	SB131	(920) 746-4900
Trades & Engineering Technologies	AP218	(920) 498-5461
Unity Lounge	SC116	
Veterans Lounge	SC136	(920) 498-5744
Veterans Office	SC134	(920) 498-5744
Wellness Center/Gym	SC120 & CC115	

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 their NWTC email account to send attachments to print@nwtc.edu. Other computer labs 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

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.

Green Bay Campus calls	(920) 498-5444, or (800) 422-NWTC
Marinette Campus calls	(715) 735-9361
Sturgeon Bay Campus calls	(920) 746-4900

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 Life Office on the Green Bay campus during listed hours of operation. If a student has lost something, contact the Student Life 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 be free from any obstructions at all times.

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 – Early Alert and Kudos System

NWTC uses “Starfish” to connect students, faculty, and staff to support satisfactory progress in classes each semester. Students may receive “kudos” from faculty to acknowledge good work or “flags” to connect with faculty to address concerns, “referrals” to services that are needed to support learning, or “success plans”, for a step-by-step list to get back on track academically. Students can also use “Starfish” to make appointments with staff, such as academic advisors and/or faculty. Faculty and staff can 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.

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.

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 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 with the exception of 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

Designed to fit the needs of all credit students, NWTC offers the following types of FREE academic support:

- Academic Coaching in structured, course specific weekly review sessions for students taking important foundation courses (e.g. Anatomy and Physiology, Intermediate Algebra, General Chemistry). Structured Academic Coaching is provided for all students who want to improve their understanding of course material and improve their grades. At each session students will be guided through this material by professional academic coaches or by coaching assistants (students) who have previously taken the course.
- Group coaching sessions are led by coaching assistants (students) and are available for all credit students upon request.
- Inside the Student Success Center (GB SC215) the Math and Writing Labs provide drop-in assistance for any math course or writing project. The lab is staffed by professional academic coaches, faculty and coaching assistants (students). No appointment necessary.
- Email: nwtc.tutoring@nwtc.edu
- For more information, call (920) 498-5693 or (800) 422-NWTC, extension 5693, or go to the web at: <https://www.nwtc.edu/Student-Experience/Academic-Coaching>.
- Staff at the Marinette or Sturgeon Bay campuses or the Regional Learning Centers can also arrange services on site or via distance media.

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.

Click to learn more information about the College's [Accommodation for Religious Beliefs Policy](#).

Student Responsibilities

Students who have sincerely held religious beliefs and/or practices and require exemption from participation in specific classroom activities, examinations or other academic requirements, or an absence, will be subject to the following procedures:

1. Students are responsible to meet with their instructors to discuss, in confidence, their potential absence or conflicts with academic requirements based on sincerely held religious beliefs after course competencies, curriculum and expectations have been discussed with the class.
2. Students are to report in writing to the course instructor, during the first five academic days of class, of known potential conflicts with religious observations. **Any exceptions to this timeframe need to be mutual agreed upon between student and instructor.**
3. Make-up assignments provided by instructors will be within seven academic days to avoid prejudicial effect to a student's preparation. The instructor is not obligated to schedule a make-up assignment before the regularly scheduled requirements are due.

Instructor Responsibilities

The instructor is expected to treat information conveyed by a student regarding their religious beliefs as confidential. The instructor also has a responsibility to facilitate reasonable accommodations based on student request and to schedule make-up work in a timely manner to avoid prejudicial effect to the student.

Student Grievance Procedure

A student who feels that an instructor did not make a reasonable accommodation should appeal the decision through the Student Academic Grievance Procedure found in the Student Handbook.

Employee Responsibilities

An employee who is seeking a religious accommodation must submit a written request to their immediate supervisor. The written request will include the type of religious conflict that exists and the employee's suggested accommodation.

Supervisor Responsibilities

The immediate supervisor will evaluate the request considering whether a work conflict exists due to a sincerely held religious belief or practice and whether a reasonable accommodation is available. Depending on the type of conflict and suggested accommodation, the supervisor may confer with their leader or their HR Partner.

The supervisor and employee will meet to discuss the request and decision on an accommodation. If the employee accepts the proposed religious accommodation, the immediate supervisor will implement the decision. If the employee rejects the proposed accommodation, he or she may appeal by contacting their area's Dean, Director, or HR Partner.

Any student who has concerns should contact Mohammed Bey, Director of Diversity & Inclusion/Title IX Coordinator, at (920) 498-6826 or mohammed.bey@nwtc.edu. Diversity & Inclusion is located in Human Resources in the Corporate Conference Training Center room CC224.

ACCOMMODATION SERVICES

Accommodation 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 Accommodation 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: accommodation.services@nwtc.edu.

ACCREDITATION OF PROGRAMS

Northeast Wisconsin Technical College is accredited by the Higher Learning Commission and is a member of the North Central Association, www.ncahlc.org.

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, and click "Apply Now".

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 indicates 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.

As required in Chapter 38 and the Wisconsin Fair employment Law (Sec. 111.31-111.395, Wis. Stats), equal opportunity is for all persons regardless of political affiliation, age, race, creed, color, disability, marital status, sex, including sexual orientation and gender identity, national origin, ancestry, religion, speaking skills, genetic testing, and the use or non-use of lawful products off the employer’s premises during non-working hours.

It is the policy of NWTC that a formal Affirmative Action program operates to ensure equal employment opportunity practices and educational services at NWTC. 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 or contact the Director of Diversity & Inclusion/Title IX Coordinator.

NWTC is committed to taking all appropriate measures to maintain a work environment free from discrimination and harassment, including sexual harassment. NWTC shall maintain an Equal Opportunity and Affirmative Action Compliance Plan and the Nondiscrimination and Anti-Harassment Policy as the primary means of implementing this policy. The College will not tolerate unlawful discrimination, harassment of any kind, or retaliation against a person who files a complaint or participates in the investigation of a complaint relating to discrimination or harassment by an employee, student, customer or vendor. The following offices are designed to assist in resolving discrimination complaints:

Mohammed Bey Director, Diversity & Inclusion Title IX Coordinator Human Resources Northeast Wisconsin Technical College 2740 Mason Street Green Bay, WI 54307-9042 (920) 498-6826 mohammed.bey@nwtc.edu	John Grant Dean, Student Development Title IX Student Deputy Coordinator Student Services Northeast Wisconsin Technical College 2740 Mason Street Green Bay, WI 54307-9042 (920) 498-6984 John.grant@nwtc.edu
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While the primary responsibility for the development and monitoring the affirmative action program is primarily the responsibility of the President and the Director of Diversity & Inclusion/Title IX Coordinator, the support of every employee, student, and recipient of the College services is also required to assure an environment conducive to the success of the program.

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 60,000+ graduates connected to NWTC and each other.

For additional information, please contact the Alumni Office at alumni@nwtc.edu, visit www.nwtc.edu/alumni, or call (920) 498-5713

ASSESSMENTS

Assessment Policies

NWTC is committed to assisting every student in meeting his or her learning goals. NWTC's Assessment Center provides a variety of assessments, tests, and certifications in a secure environment and atmosphere conducive to testing. Valid photo identification and related fees, if applicable, are required prior to testing.

The following items are not allowed in testing rooms: All electronic devices, including cell phones, fit bits, personal tracking devices and pagers; personal calculators; 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.

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 mandatory 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. Individuals may re-test two times before following the prescribed College developmental pathway. Test scores are valid for five years.

Accuplacer Testing Procedures:

1. A prospective Accuplacer tester must call to register for a test session (888-385-6982), and bring the \$20.00 testing fee and a valid photo ID to their test session.
2. If the required score is not met, the tester may register for 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.
3. Another \$20.00 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:

1. The College accepts Accuplacer, Compass, TABE Level A, ACT, or Asset scores for program and course placement.
2. Accommodations for special populations may bypass Accuplacer testing in favor of another exam as determined by NWTC staff. All equivalent program and placement scores will apply.

3. 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 \$20.00 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 or (920) 498-5688.

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

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 also on the Marinette and Sturgeon Bay campuses. 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, course-related tests are administered in the Green Bay Campus Assessment Center (Room SC365). Tests are given on a walk-in basis during scheduled Assessment Center hours. Students should allow for sufficient time to complete the test prior to closing time. Contact Marinette and Sturgeon Bay campuses and regional learning centers for their specific course-related testing instructions.

Microsoft Office Specialist 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 textbooks and course materials, the NWTC Bookstore (located in room SC146 on the Green Bay Campus) carries a variety of NWTC clothing, gifts, and school supplies. Digital, used, and rental textbook options are offered for select courses. Textbook information is available online for students via their student portal at my.nwtc for courses in which they are enrolled.

Textbooks, supplies, clothing, and gift items may be purchased at the Green Bay campus Bookstore 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, or Sturgeon Bay.

The NWTC Bookstore accepts cash, check, credit card (Discover, Master Card, and Visa), and debit card. Financial Aid may also be used as payment for required textbooks and supplies. Please visit the Student

Financial Services web page at www.nwtc.edu for more information on using your Financial Aid in the NWTC Bookstore.

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

CAREER SERVICES

Career Services' mission is to assist with career development and enhance employability skills within our campus and greater community. The Career Services Center is a career exploration and job seeking resource serving *all* residents of the NWTC College District.

The Career Services Center is located in SC128 on the Green Bay campus and can be reached by contacting (920) 498-6250 or careers@nwtc.edu. Services are also provided at all campus locations by appointment.

The following services are offered with additional information found at www.nwtc.edu/careers:

Resume and Job Search Documents

Support is provided for the creation and review of a resume, cover letter, portfolio, etc.

Mock Interviews

Practice/Mock interviews will prepare students to confidently interview with employers and answer behavior based questions.

Career Advising

Students can identify careers of interest, learn about job search strategies, and plan for a career search. A career advisor is there from the beginning of a student's program through securing employment.

Career Experience Opportunities

Students can receive assistance when planning their career experiences such as an internship, career academy, capstone project as well as other opportunities.

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. The Center has an extensive collection of web resources and print materials for career research. Customers are able to 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.

Student/Alumni Job Search Assistance

Students and Alumni are able to access Wisconsin TechConnect, the statewide technical college job posting system, for jobs related to their program. Students and Alumni can also view jobs on Wisconsin Job Net, as well as a variety of other web sites designed to assist in finding employment.

Career Closet

The Career Closet provides two professional outfits for a student to keep per semester at no charge. By providing business attire, the hope is to instill confidence in students as they search for employment. Students may contact Career Services to utilize the Career Closet.

Wisconsin TechConnect – Student Employment Job Listing Database

Intranet access from on-campus computers does not require a password and is available to anyone while on the NWTC campus. Students and graduates who fall into the following categories are able to access the *free* database with a username and password log in:

- A NWTC graduate (anyone who has an associate degree or technical diploma from NWTC)
- A student enrolled in an associate degree or technical diploma program.

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 link below for a list of frequently asked questions.

<http://www.nwtc.edu/Admissions/Registration/Automated-Class-Waitlist>

COPYRIGHT NOTICE

Eight categories of material are protected by copyright law — literary, musical, dramatic, choreographed, pictorial (or graphics), audio visual, sound recording, and architectural. An original work is considered copyrighted when it is in a “fixed” or “tangible” medium, (i.e. written down on paper, saved to a computer disk, recorded on a CD, etc.). Assume that all work is copyrighted, even if the copyright symbol (©) is not on the material.

To ensure compliance with copyright law, it is always best to request permission from the author. However, the “Fair Use Doctrine” of current copyright law allows for a small amount of copyrighted material to be used for academic purposes or news reporting without asking for permission. This means a student can quote or paraphrase copyrighted material, but he or she must cite the author.

If a student requests and consequently receives permission from the author, he or she must save a copy of the written permission, or the e-mail granting permission. In cases where the author has preemptively granted permission, 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/ADVISING CENTER

Academic Advising is available for those who need assistance with programs of study, program qualifications, course content, course selection, prerequisites, academic goal setting, recommended credit load, advanced standing credit award, registration, and transferability of courses to and from NWTC, career goal exploration, and graduation.

Personal and Mental Health Counseling is provided by Licensed Professional Counselors (LPC) who have specialized training in areas of mental health, personal, academic, special needs, substance abuse and family dynamics counseling.

Student counseling is located in SC231. To make an appointment with either a counselor or an advisor, call (920) 498-5444 or stop in the Student Counseling Office.

Student counseling adheres to HIPAA (Health Insurance Portability and Accountability Act of 1996) requirements.

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. Students can save time and money as they pursue a degree by earning credit for learning gained through that experience.

To be eligible to earn credit for prior learning, 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).

Credit for Military Training and Experience. Based upon the program choice, student degree completion analysis, and years of military service, a Service Member/Veteran will be awarded up to 10 credits of general education coursework as outlined below:

For one year of service:

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

For three years of service:

- Contemporary American Society (10-809-197)
- Intro to Ethics: Theory and Application (10-809-166)

Credit by Work or Life Experience. Students may be granted credit for 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, contact the Credit for Prior Learning (CPL) advisor at (920) 498-6388 to setup a consultation, or refer to the Credit for Prior Learning link on the NWTC website <https://www.nwtc.edu/Admissions/Student-Records/Credit-for-Prior-Learning>

DIVERSITY AND INCLUSION

NWTC values the inherent worth of each person at the College; students, staff and faculty. The College acknowledges the many similarities are shared with one another yet some have their own unique backgrounds, experiences, needs, skills and stories. The College views these differences as something to be respected and learned from. This valuing of each person's inherent worth means that the College strives to treat all others with respect, compassion, value and fairness.

Along with cutting-edge education and specialized services, students are prepared for the global economy through diversity-based curriculum and co-curricular programs that enhance the climate of the College. College services, resources, and activities help to meet students where they are, and remove barriers to success so that course and program completion is achieved, and a satisfying and life sustaining career is attained.

The College promotes the value that "Everyone Has Worth," through its commitment to the Diversity Team. This team's mission is to advise the Director of Diversity & Inclusion, to advocate for initiatives that will facilitate the progress of diversity at the College, to challenge practices that impede the fulfillment of the College's vision for equity, and to support innovations that stimulate and advance diversity and inclusion.

Students are welcome to send their inquiries to:

Mohammed Bey
Director, Diversity & Inclusion
Title IX Coordinator
(920) 498-6826
mohammed.bey@nwtc.edu

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 of 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 the my.NWTC student portal and click on the student help link. 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 Enrollment Services or 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.
- 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/studentregistration. 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 required by the beginning of the semester, or within ten calendar days, unless otherwise noted, or if other arrangements have been made with the Student Finance Office. 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 on line if classes are not paid for at 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 www.nwtc.edu/studentregistration.
- Payment for credit classes is required by the beginning of the semester, or within ten calendar days, unless otherwise noted, or if other arrangements have been made with the Student Finance Office. Any student funded by a funding agency or an employer is required to present proof of funding by the tuition due date. Payment for all non-credit classes is required at the time of registration.
- A credit agreement must be signed on line if classes are not paid for at time of registration.
- Payment for a non-credit class is required 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.

Exchange of Credit Classes

Students may exchange classes through Enrollment Services. Exchanges made prior to the start of the class will receive credit for 100% of class fees dropped. The new class will be charged at 100% tuition and fees.

NOTE: Even Exchange Policy is not in effect when the student is placed on the waitlist for the added class.

A student who drops from one course and adds another during the first 14 calendar days of the fall or spring term (or first seven calendar days of summer term) shall 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.

- 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.

After fourteen calendar days of the fall or spring term, or after seven calendar days of summer term:

- Even exchanges will only be considered between classes with the same catalog number.
- Classes with different catalog numbers will not be even exchanged. Drops will be refunded according to WTCS policy. The added class will be charged at 100% of tuition and fees.
- Addition and drop of classes involved must occur on the same day.
- The even exchange policy is not in effect when the student is placed on the waitlist for the added class.
- If adding a NET (online) class, and if open for enrollment, an instructor signature is not required.
- An exception will be granted for Prepared Learner courses when the student re-enrolls in the recommended course.

Any extenuating circumstances to the above must be approved by the Dean for the department offering the course. Classes exchanged due to a College error or institution correction are reimbursed at 100% to the student.

Students interested in exchanging classes should contact Enrollment Services in person or by phone, (920) 498-5444 or (888) 385-NWTC. Students requesting information on the College's refund policy may contact the Student Finance office at (920) 498-5444 or (888) 385-NWTC.

Withdrawal from Classes or Programs/Certificates

If a student wishes to withdraw from one class or all classes, they must contact Enrollment Services, (920) 498-5444 or (888) 385-NWTC, so that necessary procedures and forms can be completed. These forms may require signatures of the instructor and Dean or Associate Dean of the division.

If a student withdraws from a program or certificate, it is the student's responsibility to also withdraw from 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 has an impact on financial aid eligibility.

If a student withdraws during the refund period, a refund adjustment may be posted to their account. If a student withdraws beyond the refund period, there is no refund adjustment. If a student receives financial aid, veteran's funding or agency assistance, it is the student's responsibility to notify a Financial Aid advisor for potential repayment of funds.

After the 60% date of a class, no withdrawals are allowed; students will receive the grade earned. If a student has a special circumstance in which a withdrawal would be appropriate, they must contact their instructor. The instructor and/or Dean/Associate Dean will need to approve the withdrawal. The Class Withdrawal Form is available at: <http://www.nwtc.edu/services/Admissions-Registration/registration/Pages/WithdrawFromAClass.aspx>.

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:

1. Audit fees are due at the time of registration.
2. Wisconsin Statute 38.24 (4m) provides a program fee exemption if all the following requirements are met:
 - Student is age 60 or older on the day the class starts or first date of attendance, whichever is later.
 - Student is a resident of Wisconsin or is covered under a reciprocity agreement with another state.
 - Space is available in the class.
 - 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 are able to enroll into all of 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 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.

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:

1. A Release of Student Records form is duly signed with proper documentation by the student or a parent/legal guardian, is received and on file with the Northeast Wisconsin Technical College Student Records Department.
2. 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.
3. Request from NWTC Technical College faculty and staff with a legitimate need to know.

4. Request from representatives of agencies or organizations from which the student is receiving financial aid.
5. Request from officials of other postsecondary educational institutions to which the student has applied for admission.
6. 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.

Students that wish to inspect their education records must submit a written request for the inspection of identified records to the NWTC Registrar's Office. The Registrar will contact the student 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. A student 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 concerning the Act, contact the Registrar at (920) 498-6269

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.

Directory Information

Anyone can request what is termed "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. Students must carefully consider 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.

In accordance with the Act, and at its discretion, NWTC may release, without student consent, the following directory information:

- Student's name
- Current mailing address, telephone number and email address
- Participation in officially recognized activities
- Date of birth and place of birth
- Major field of study
- Full-time or part-time enrollment status
- Dates of attendance
- Degrees and awards received
- Date(s) of degrees(s)
- Most recent, previous educational institution attended by student (includes high school)
- Photographs

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 upon financial need. Financial need is the difference between the students established educational expenses and resources the student and/or family have available to meet those costs. Students must complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov each year in order to apply for financial aid.

For more information contact the Financial Aid office at (920) 498-5444 or (888) 385-NWTC, refer to the College catalog, or stop in the Welcome Center, Room SC240 on the Green Bay campus. Students seeking financial aid should visit the Financial Aid page on NWTC's website at www.nwtc.edu.

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 15

Spring Scholarship Application: October 1 – November 1

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.

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 and grades A through C equate to satisfactory progress. The point values for grades are:

Grade	Point Value
A	4.00
B	3.00
C	2.00
D	1.00

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 repeated class grade will be the official transcript grade and a new grade point average calculated. The most recent grade awarded, whether higher or lower, is the official grade on a student transcript.

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. Students accepted by technical colleges participating in a shared program offered at NWTC may request Credit for Prior Learning for general education and support classes. 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)

The grade of No Show (NS) is assigned when a student enrolls in a course but does not attend. For full semester in-person classes (15 weeks), a No Show (NS) grade will be assigned after the second week for non-attendance. For all other delivery modes, a grade of No Show (NS) is assigned when a student enrolls but does not attend. For students who do not attend ANY of their enrolled courses, the College retains the right to withdraw students from all of their courses.

Completing curriculum requirements, completing core classes within a program/plan and maintaining a certain grade point average are requirements for graduation from the College. A minimum cumulative grade point average of 2.0 or better and at least 25% of the core credits/units for a program/plan completed through graded classes are part of these requirements. There may be additional program/plan specific requirements as approved by the Vice President of Learning.

GRADUATION

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

1. A student must have completed an application and been accepted to the program/plan from which he or she wishes to graduate.
2. 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

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 www.nwtc.edu.

Web Page

Choose the Library link under Students or Student Experience at www.nwtc.edu to connect to the resources listed below, view the Library's hours, and access online library tours/tutorials and customized 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.

Textbooks and Course Reserves

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, and students may get on a waiting list.

Library Computer Lab

The Library Lab includes 5 printer/scanners (2 color) and over 125 PCs, MACs, student laptops, iPads, headphones, reservable study rooms, and specialty software. Lab technicians are available to offer technical support and increase students' computer confidence. All computer users must abide by NWTC's computer use policy.

Reference Help

Reference help is available from the Library staff in person or via calling, emailing, chatting, or texting. Students and staff members can get assistance in using the Library's online resources and other services.

Fiction Center

The Library maintains a collection of fiction books donated by students and staff members. These books do not have due dates or overdue fines. Donations are accepted at the Library Desk.

Circulation Policies for Materials and Equipment

Books and magazines circulate for two weeks. DVDs circulate for one week. Reference materials can be photocopied for free, but do not circulate.

Students may also check out a student laptop for use in the Library and other equipment for home use. Ask about daily availability at the Library desk.

Most items can be renewed by phone or online unless someone else is waiting to borrow the material. Students receive a courtesy notice via email reminding them that materials will be due soon.

Overdue materials are subject to fines. Students will be sent overdue notices via mail and 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.

Ask a Librarian via email or Chat

Students can also visit the Library's home page, the Library tab in Blackboard, or the Learning Resources tab of my.NWTC to "Ask a Librarian" using instant chat. Chat sessions provide an interactive conversation with a librarian. E-mail questions are forwarded to librarians who try to answer questions within 24 hours.

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, sex, including sexual orientation and gender identity, 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 Mohammed Bey, Director of Diversity & Inclusion/Title IX Coordinator, at (920) 498-6826 or mohammed.bey@nwtc.edu. Diversity & Inclusion is located in Human Resources, Room CC224.

Click to learn more about the College's [Nondiscrimination and Anti-Harassment 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 a counselor/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 submit it to Admissions/Program Enrollment. 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 withdraw from 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 has 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. Students will be given a confirmation number when

a class is dropped. It is the students' responsibility to obtain and retain the confirmation number as proof of their drop.

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.

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 approximately one week after initial registration. It is a 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 preferences. The refund options include electronic deposit to another account, electronic deposit to a BankMobile Vibe account, or paper check delivered by USPS.

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 may drop a class in several ways:

- my.NWTC web portal at www.nwtc.edu.
- Phone Enrollment Services at (920) 498-5444 or (888) 385-NWTC.
- In person at the Welcome Center or at any NWTC campus location.

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. Students will not be automatically dropped from classes by simply not attending or non-payment. Drop requests are not accepted through instructors.

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.

RISC – (RESPONSIVE INTERVENTION FOR STUDENT CONCERNS)

The RISC 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 one-on-one with a team member, 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 end result is to offer the student a plan for success, always mindful of the student's best interest. The RISC Team adds an element of safety to the College environment.

SAFETY AND 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, Marinette, 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.**

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 in an attempt 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 Manager of Safety and Security, (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 situation, 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.

The Basic Bill of Rights for Victims and Witnesses of Crimes

A person shall be informed by local law enforcement agencies and the district attorney of the final disposition of the case.

The victim/witness shall be notified that a court proceeding, to which they have been subpoenaed, will not go on as scheduled in order to save the person an unnecessary trip to court. Information pertaining to the economic, physical and psychological effect of the crime upon the victim of a felony shall be submitted to and considered by the court.

The victim/witness shall receive protection from harm and threats of harm arising out of their cooperation with law enforcement and prosecution efforts and be provided with information as to the level of protection available.

The victim/witness shall be informed of financial assistance and other social services available as a result of being a witness or a victim of a crime. The victim/witness shall be informed of the procedure to be followed in order to apply for and receive any witness fee to which they are entitled.

The victim/witness shall be provided, whenever possible, a secure waiting area during court proceedings away from defendants and families and friends of defendants.

The victim/witness shall have any stolen or other personal property expeditiously returned by law enforcement agencies when no longer needed as evidence within days of being taken.

The victim/witness shall be provided with appropriate employer intercession services to ensure that employers of victims and witnesses will cooperate with the criminal justice process and the juvenile justice process in order to minimize an employee's loss of pay and other benefits resulting from court appearances.

The victim/witness shall be entitled to a speedy disposition of the case in which they are involved as a victim or witness in order to minimize the length of time they must endure the stress of their responsibilities in connection with the matter.

The victim/witness shall have the family members of all homicide victims afforded all of the rights and analogous services whether or not they are witnesses in any criminal proceedings.

Accused & Accuser Rights

Internal Reporting Procedure:

Reporting the assault to a counselor, the Safety and Security Manager, or the Director of College Diversity and Inclusion will ensure an investigation into the matter, which may warrant internal disciplinary sanctions for rape, acquaintance rape, or other sex offenses (forcible or non-forcible). If disciplinary sanctions are imposed, they will follow either the staff disciplinary procedures as identified in the Administrative Regulations, or the student disciplinary procedures found in the Student Code of Conduct.

Procedures for on campus disciplinary action in cases of alleged sexual assault shall include:

1. The accuser and the accused are entitled to the same opportunities to have a counselor/advocate or legal counsel present during a campus disciplinary proceeding.
2. Both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought about by alleged sexual assault.
3. Students and staff will be informed of their opinions when notifying proper law enforcement authorities, if they have not already done so. A counselor or the College Diversity and Inclusion Director will assist the student or staff members in contacting authorities.
4. Students and staff will be informed of existing counseling, mental health or student services for victims of sexual assault both on campus and in the community.
5. Students and staff will be informed of options for the available assistance in changing academic/work and living situations after an alleged sexual assault incident, if so requested by the victim, and if such changes are reasonably available.

STUDENT ACADEMIC GRIEVANCE PROCEDURE

Procedural Standards for Student Academic Redress

If a student has sufficient justification (definite data) to question a grade received, the following steps should be taken (there should be no outstanding balance for the course in question):

Step 1 – Within five working days of receipt of a grade to be disputed, a student should first contact the instructor who submitted the grade. If a satisfactory resolution is not reached, the student must, within five subsequent working days, contact a counselor, advisor or case manager. The counselor, advisor or case manager may facilitate a meeting with the student, the instructor, and if appropriate, the division Dean or Associate Dean. All grade disputes must be taken to the appropriate Dean or Associate Dean before moving forward.

Step 2 – If the issue is not satisfactorily resolved, the student may request that the Faculty-Student Committee hear the dispute. The Vice President of Student Services, or his/her designee, determines whether an appeal moves forward to the committee for a hearing. This request must be submitted in writing to the office of the Vice President of Student Services within five working days following consultation with the appropriate Dean or Associate Dean. A copy of the complaint must be given to the division's Associate Dean or Dean. The student will be provided the procedural protocol followed by the committee.

The Faculty-Student Committee has the following guidelines:

- The committee will be chaired by a divisional Dean (or designee of Vice President of Student Services) and have seven members. Membership will include three students named by the NWTC Student Senate and three faculty members, with one being a counselor, advisor or case manager. The committee will strive for a cross-section of program divisions; avoiding any conflict of interest through program division assignment or student familiarity.
- If members have a conflict of interest in an individual hearing, they shall be excused from the proceedings.
- The committee should govern itself according to Robert's Rules of Order and/or other pertinent regulations.
- 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, but such persons must be pertinent to the

request (fellow students or college staff – no parents, spouses, or other outside persons). “Fellow students” is defined as a student who is in the same class as the claimant and has “first hand” knowledge of the circumstances surrounding the disputed grade. Students from prior semester classes/clinical will not be allowed to testify.

- The Faculty-Student Committee shall hear all testimony in an impartial manner and shall issue a ruling. Testimony by any party (staff or student) should not exceed 30 minutes.
- The Committee’s operational guidelines will be written and available for review via the chairperson.
- The hearing will be recorded to ensure accurate information should the committee’s opinion be appealed.
- Decision of the Faculty-Student Committee will be communicated through the office of the Vice President of Student Services.

Step 3 – The decision of the Faculty-Student Committee shall be final, subject only to the right of appeal to the Vice Presidents of Learning and Student Services. This appeal must be submitted in writing within five working days following the committee’s decision.

Exception for Health Sciences Clinical Students - Any Health Science clinical course grade appeal will be heard by the Health Sciences Appeals Committee. The student will follow the same appeals process as outlined above. The committee will be chaired by the Dean or Associate Dean of Health Sciences. The committee will have seven members. Membership will include three Health Science program students that are not in the program of the person grieving the clinical grade, and three faculty (with one being a counselor acting in the role of advisor) who are members of the Health Science Appeals Committee. The committee will strive for a cross-section of health program members; avoiding any conflict of interest through program assignment or student familiarity.

All grade disputes must follow the above schedule, although time frames can be modified with the approval of the Vice President of Student Services or his/her designee.

Any personal conflict between student and faculty member must be reconciled through the Learning Division (student must see their Dean or Associate Dean).

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 Colleges Mandatory Accident Only Insurance Plan.

The Accident Only Insurance Plan provides medical benefits up to \$50,000 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:

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

The cost of the Plan is \$6.00 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:

- Conduct campus tours.
- Assist with special events, such as job fairs and recruitment events.
- Communicate to new students through email and phone to provide resources and support.

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.

Related to student conduct, the term “student” includes any person who is currently enrolled for a course of studies except those on program hiatus. 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 classrooms, labs, clinics, or other college designated areas, regardless of mode of program and/or course delivery. Students must provide appropriate photo identification upon request by College personnel.

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.

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.

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 (Green Bay, SC240A13), (920) 498-6984.

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 for financial gain.
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 Coordinators/Deputy Coordinator 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 Technology Use Policy. In addition, use of camera phones, photographs, audio tape, etc. for educational purposes is prohibited when others would have a reasonable expectation of privacy.
 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 complainant 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 agreements 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.

As a student at NWTC, students are expected to maintain personal and professional honesty in all of 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 is guilty of dishonesty if the student does any of the following:

- 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 of 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 an “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://www.nwtc.edu/About-NWTC/Departments/Safety-Security/File-an-Incident-Report-or-Sexual-Misconduct-Compl> and click on the link “Incident Report”.

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. However, students may only view a hard copy and will not be permitted to take the report out of the Student Development Office. NWTC will redact personal information (names, IDS

numbers, and addresses) of other students or staff members. Students are permitted to take notes while viewing the report but cannot make a complete verbatim duplication of the report. 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 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, premises occupied by students and the personal possessions of students will not be searched unless reasonable suspicion exists and appropriate authorization has been obtained. 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. 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 courses or activities, suspension, or expulsion. More than one sanction may be recommended.

Factors Considered in Determining Sanctions

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

- a. The nature of the violations(s).
- b. Prior violations and disciplinary history.
- c. Mitigating circumstances surrounding the violation.
- d. The student's motive or purpose for engaging in the behavior.
- e. Sanctions which have been imposed in similar cases in the past.
- f. 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:

- a. Expulsion: Expel a student from the College, a program, course, or activity on a permanent basis.
- b. Suspension: Suspend a student from the College, a program, course or activity for a specified period of time.

- c. 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.
- d. Conditional Enrollment or Re-enrollment: Condition a student's enrollment or re-enrollment on his or her taking or refraining from specific actions.
- e. Behavioral Contract – Place a written contract in the student's conduct case file where students must comply with all terms and conditions of College policies regarding student behavior. They must also comply with any sanctions and provisions issued in the behavior contract such as mental health assessments, counseling participation, referrals to outside agencies, etc.
- f. 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.
- g. Remedial Action: An agreement between the student and the Office of the Dean of Student Development that the student shall pursue specific remedial action.
- h. 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).
- i. 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:

- a. Give the assigned work a zero or an F.
- b. Notify the student's program instructors of the incident.
- c. Ask the student to create original work in a supervised setting.
- d. Drop the student from the course with an F.
- e. Suggest to the Dean that the student be dropped from the student's academic program.
- f. Adhere to the penalty stated in each course's syllabus.
- g. 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 may 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 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) with the Dean of Student Development or designee 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 students and two faculty/staff, would be assigned by the Vice President of Student Services and convened to hear the case. The Student Conduct Panel has the following guidelines:
 - 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.
 - If members have a conflict of interest in an individual hearing, they will be excused from that proceeding.
 - 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).
 - 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.
 - The proceedings will be taped 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 three 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 and the accused student(s) 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:
 - a. Each witness provides a narrative account. The specific charges may be shared with the witness.
 - b. Questions are asked by Student Conduct Panel members.
 - c. 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 to give a brief summary statement.
8. The College shall also have the opportunity to bring witnesses and present findings to the Student Conduct Panel. The Panel may then ask follow-up questions for clarification before releasing 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

A student will have a choice as to whether or not they wish to remain at NWTC while the panel is deliberating. If the student prefers to leave after they have presented their case, the decision of the panel will be sent to them 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 student wishes to remain, a waiting area will be provided to them. Once the decision has been reached, the student will be allowed back in the meeting room. At this time, the chairperson presents the Student Conduct Panel's decision on each violation -- responsible or not responsible.

The Chairperson will make some comments regarding the findings of fact and the decision reached by the Student Conduct Panel. The student is not permitted to question the panel or Chairperson. The accused student is dismissed if he or she is found "not responsible" for any violations.

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 particular sanction.
2. The accused student is informed of the right to appeal the decision and/or sanction.
3. The student is dismissed.
4. 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.

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 two (2) reasons which include:

1. The introduction of new information
2. Failure to uphold the student's rights

An appeal must contain the following information:

1. Reason for the appeal request
2. The name, address, and telephone number of the party
3. A clear statement explaining the nature and circumstances of the appeal, citing the new evidence and/or the explanation with specifics of the alleged lack of fairness in the prior hearing

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 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

FREE student health services are offered to currently enrolled students in the College's Campus Care Clinic located on the Green Bay campus. The services are similar to Bellin Health's Fast Care® model. 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 or minor burns and rashes. Students must have a current NWTC student photo I.D. card 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 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:

- Awards Ceremony
- Blood Drive (twice per year)
- Clinical Name Badges
- Digital Lounge
- Discounted Community Event Tickets
- Discounted Marcus Movie Passes
- Discounts at area businesses
- District Ambassador Competition
- Entertainers: Musicians, Magicians, & Hypnotists
- Family Events
- Fitness Center

- Food for Thought Speaker Series
- Graduation Ceremonies
- Leadership Development Opportunities
- Lockers
- Lost & Found
- National Association for Campus Activities (NACA)
- Peer Conduct Review Board
- Student Ambassadors
- Student Appreciation Days
- Student Organizations
- Student Planners
- Student Senate
- Student/Staff Photo ID's*
- Tournaments (Pool, Ping Pong, etc.)
- Volunteer Opportunities
- Welcome Week Orientation
- Wisconsin Student Government (WSG)

Lockers can be rented for a nominal fee.

Student photo ID's are available to all currently enrolled students. Students can receive discounts with a student photo ID.

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 <http://www.nwtc.edu/atnwtc/student-involvement/clubs-org/Pages/home.aspx>.

Student Organizations Requirements

- NWTC advisors are required and appointed as long as 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 Board, made up of officers elected from the representatives, outlines plans and policies for the Student Senate members.

Shared Harvest

Shared Harvest food pantry is available to currently enrolled students. Students may receive one bag of groceries per week in the Student Involvement Office (SC118) on the Green Bay campus or the main office of the Sturgeon Bay and Marinette campuses. Students will be asked to present a valid student photo ID in order to receive groceries. Food is available through donations from faculty, staff and students.

STUDENT SUPPORT SERVICES

The Student Support Services team (located in SC133) provides a wide range of opportunities for personal support as well as social and cultural awareness. The team is dedicated to assisting students achieve success through targeted support services outside of the NWTC classroom. Services are offered to all students, with focused support for:

- Students of color
- Students in non-traditional occupations
- First generation students
- Parenting resources and child care funding
- Foster youth
- PELL eligible students
- Community/social service agency resources and referrals
- DACA/Undocumented students

The Financial Wellness Center and Financial Coach is also located within Student Support Services and offers help with budget plans, understanding financial aid, student loans and community resources. The Student Emergency Fund may be available to eligible students for emergency assistance and community resource referrals for unplanned financial emergencies.

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.

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

TITLE IX/PREGNANCY AND CHILDBIRTH RELATED CONCERNS

Under Title IX, it is illegal for colleges and universities to 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 excuse a student's absences because of pregnancy or childbirth for as long as the student's doctor deems the absences medically necessary.

For more information related to pregnancy and childbirth accommodations, please contact Kelly Schumacher, Manager of Accommodation Services/Title IX Student Deputy Coordinator on the Green Bay Campus at (920) 498-6390 or Kelly.schumacher@nwtc.edu

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

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

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

Mohammed Bey
Director of Diversity & Inclusion
Human Resources
(920) 498-6826
mohammed.bey@nwtc.edu

The Title IX Deputy Coordinators are responsible for assisting the Title IX Coordinator in conducting training for students and staff, assessing the climate of the College, and facilitating communications with students or employees who report a violation.

Title IX Student Deputy Coordinator

John Grant
Dean, Student Development
Student Center
(920) 498-6984
john.grant@nwtc.edu

Title IX Student Deputy Coordinator

Kelly Schumacher
Manager, Accommodation Services
Student Center
(920) 498-6390
kelly.schumacher@nwtc.edu

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 set course fees. Typically, 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 registration date. Program, parking/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 and also a State set per credit fee for online classes. In some cases, additional project related fees are charged by the individual classes.

Approved rates for the 2017-2018 academic year:

At the time of publication, fees were not approved for the 2017-2018 academic year. When available, they will be posted on NWTC's website.

Program Fees – Postsecondary & Voc Adult
Program Fees – Collegiate Transfer
Material Fees
Non-resident Fees
Online
Activity Fees
Parking/Security Fees
Community Service Classes (Aid Code 60):
- Community Service Fee
- Registration Fee

Approved, rates for the 2017-2018 fees will be made available on the NWTC website at www.nwtc.edu or on the following link:
<https://www.nwtc.edu/admissions/student-financial-services/program-fees>

Student Accident Insurance Fee	\$6.00/semester
Criminal Background Check (CBC)	\$45.00 (price may be subject to change)
Health Records	Varies by program (\$8-\$30) Additional details can be found on the website at www.nwtc.edu .
Credit for Prior Learning (CPL):	
- Credit by Exam	\$50/course
- Credit by Portfolio	\$90/course
- Credit by Life Experience	\$90/course

Non-resident fees are 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 have not paid their account in full or signed up for a Payment Plan by the due date, will have a "hold" placed on their student account preventing further registration, exchange of classes, processing of program applications, testing, or release of grades and 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 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 Finances and then My.Financials.

All students are required to log into their My.Financials accounts to view their eBills. Each time a new eBill is available to view, students are informed through their 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 non-refundable 2.75% (\$3.00 minimum) convenience fee charge for payments made on tuition and fees posted on the student's NWTC account when paying with a credit/debit card.* Any credit card payments returned with a failed credit card authorization will be assessed a \$25.00 fee.
- **eCheck:** eCheck payment (also known as online check 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 \$25.00 NSF fee (non-sufficient funds) or returned payment fee.
- **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 rolled into the payment plan, and will be calculated into the monthly installments. 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, select Student Center tab, click on Finances, and log into My.Financials. Payments are scheduled on the 15th of each month with a payment method that automatically deducts from a student's credit/debit card or bank account. There will be a \$25 fee for any returned payment, such as NSF (non-sufficient funds) or failed credit card authorization. All communications regarding a student's payment plan will be sent through their NWTC campus email account. It is important for a student to know their total current balance to help with understanding their monthly installments due. Non-tuition fees (such as library fines, locker fees, etc.) are not covered by the payment plan. Changes to class enrollments (adding/dropping classes), account balances (increase or decrease of account balances), or any other adjustments made on funding may affect a payment plan; adjusting the monthly installments due. 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.
- **Financial Aid:** For more information, please visit Financial Aid at www.nwtc.edu.
- **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.

NWTC requires all students who register for classes and do not pay in full at the time of registration to sign the NWTC Revolving Credit 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 may refer students with unpaid, past due and outstanding tuition and fee obligations to an outside agency for collection and/or credit bureau reporting. 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 costs of collection, including reasonable attorney's fees incurred by NWTC, or its representatives, in connection with the collection of the past due amount. It is a student's responsibility to keep contact information current with the College.

All classes have a limited number of seats available. Registration reserves a seat in a class. Students that plan to withdraw from a particular class should do so immediately. A single day can make a major difference in the amount of the refund. Non-attendance and/or non-payment do not constitute a cancellation of registration, and students will be responsible for tuition and fees not paid.

Refunds are processed according to the Wisconsin Technical College System Refund Policy. Refunds are applicable only from the date students officially drop the class through Enrollment Services or my.NWTC. NWTC does not drop classes for a student for non-payment or non-attendance. Drop requests are not accepted through instructors. The refund policy is available on our web site at www.nwtc.edu. This refund policy is strictly enforced and is the student's responsibility to read.

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)
- Chapter 1607, Reserve Education Assistant Program

Assistance under Wisconsin Benefits includes:

- National Guard Tuition Grant
- Part-Time Study Grant
- Economic Assistance Loans
- Retraining Grant
- WI GI Bill

Veterans who wish to continue to receive benefits must maintain satisfactory academic progress (GPA 2.0) each semester. Students must notify Enrollment Services of drops or withdrawals to prevent potential overpayments.

For more information on veteran benefits contact the Veterans Certifying Official at (920) 498-6292, 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.

NWTC Veteran Advisor: The Veteran’s Advisor assists Student Veterans, Service Members, and their dependents through their transition into higher education. In addition to answering questions about campus based resources, the Veteran’s Advisor can also provide information on community-based outreach programs that may assist Veteran students with their academic success. To meet with the Veteran’s Advisor, students may schedule an appointment by calling (920) 498-5444.

Veteran Resource Center: The Veterans’ Resource Center, located on the first floor of the Student Center on the Green Bay Campus, is open Monday-Friday, 8am-5pm. The Veterans Resource Center provides a place for Veteran students to connect with peers, meet with the Veterans’ Advisor and the School Certifying Official, and receive the information and resources needed to be a successful student. For more guidance or answers to questions, please contact the Veteran’s Advisor.

Military Credit for Prior Learning: Based upon the program choice, student degree completion analysis, and years of military service, a Service Member/Veteran will be awarded up to 10 credits of general education coursework as outlined below:

For one year of service:

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

For three years of service:

- Contemporary American Society (10-809-197)
- Intro to Ethics: Theory and Application (10-809-166)

To get started, contact the Veterans Advisor, (920) 498-5744.

Accommodation Services: Accommodations for Student Veterans with disabilities (such as Traumatic Brain Injury (TBI) and Post Traumatic Stress Disorder (PTSD) at all campuses are coordinated through the Accommodation Services Office on the Green Bay Campus. To request accommodations, or if a Student Veteran is in need of 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 either the Veteran's Advisor or 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.

For additional information please see The Veteran College Handbook, NWTC's handbook for Veterans and Service Members.

Student's Right to Know



Northeast
Wisconsin Technical College

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) 436-9650
Sexual Assault Center of Family Service Association (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
ADAPT-Marquette County - (mental health, substance abuse, crisis) (715) 732-7760
ADAPT-Marquette County - After Hours Crisis Hotline (888) 732-7549
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:

1. Referred to appropriate NWTC personnel for assistance.
2. Required to successfully complete a drug or alcohol abuse treatment program as a condition of attendance.

3. Reported to authorities for criminal prosecution or other appropriate action.
4. Subject to disciplinary penalties, up to and including expulsion.
5. 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:

Alcoholic's Anonymous – Brown County	(920) 432-2600
Bellin Psychiatric Center - Green Bay	(920) 433-6073
Brown County Community Treatment Center - Green Bay	(920) 391-4700
Crisis Center - Green Bay Family Services	(800) 998-9609
Family Service 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	(800) 291-8333
United Amerindian Center - Green Bay	(920) 436-6630

For a listing of additional agencies that provide services for Alcohol and Other Drug Abuse (AODA) treatment in Brown County, please go to:

http://www.co.brown.wi.us/departments/page_41c5d4bc0236/?department=db50c2508c43&subdepartment=1dfd7417eea9

STATE OF WISCONSIN AND FEDERAL 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 CRIME REPORT DEFINITIONS

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.

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.

Burglary

The unlawful entry of a structure to commit a felony or a theft. This includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny, housebreaking or safecracking.

Criminal Homicide-Murder and Non-negligent Manslaughter

The willful (non-negligent) killing of one human being by another.

Criminal Homicide-Negligent Manslaughter

The killing of another person through gross negligence.

Motor Vehicle Theft

The theft or attempted theft of a motor vehicle.

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.

Sex Offenses-Forcible

Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. There are four types of forcible sex offenses:

- Forcible Rape – The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
- Forcible Sodomy – Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- Sexual Assault With An Object – The use of an object or instrument to unlawfully penetrate, however slightly, the genital and or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- Forcible Fondling – The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Sex Offenses-Non-Forcible

Unlawful, non-forcible sexual intercourse. There are two types of non-forcible sex offences:

- Incest-Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape-Non-Forcible sexual intercourse with a person who is under the statutory age of consent.

Definitions of sexual assault of an adult and penalties are:

Wisconsin Statutes for Sexual Assault

(1) First Degree Sexual Assault- 940.225

Whoever does any of the following is guilty of a Class B felony:

- a. Has sexual contact or sexual intercourse with another person without consent of that person and causes pregnancy or great bodily harm to that person.
- b. Has sexual contact or sexual intercourse with another person without consent of that person by use or threat of use of a dangerous weapon or any article used or fashioned in a manner to lead the victim reasonably to believe it to be a dangerous weapon.

- c. Is aided or abetted by one or more persons, and has sexual contact or sexual intercourse with another person, without consent of the person by use or threat of force or violence.

Penalty for first degree sexual assault is imprisonment for not more than 60 years.

(2) Second Degree Sexual Assault - 940.225(2)

Whoever does any of the following is guilty of a Class C felony:

- a. Has sexual contact or sexual intercourse with another person without consent of that person by use of threat of force or violence.
- b. Has sexual contact or sexual intercourse with another person without consent of that person and causes injury, illness, disease or impairment of a sexual or reproductive organ, or mental anguish requiring psychiatric care for the victim.
- c. Has sexual contact or sexual intercourse with a person who suffers from mental illness or deficiency, which renders that person temporarily or permanently incapable of appraising the person's conduct, and the defendant knows of such condition.
- d. Has sexual contact or sexual intercourse with a person who is under the influence of an intoxicant to a degree which renders that person incapable of giving consent if the defendant has actual knowledge that the person is incapable of giving consent and the defendant has the purpose to have sexual contact or sexual intercourse with the person while the person is incapable of giving consent.
- e. Has sexual contact or sexual intercourse with a person who the defendant knows is unconscious.
- f. Is aided or abetted by one or more other persons and has sexual contact or sexual intercourse with another person without the consent of that person.
- g. Is an employee of a facility or program under S.940.295 (2) (b), (c), (h) or (k), and has sexual contact or sexual intercourse with a person who is a patient or resident of the facility or program.

Penalty for second degree sexual assault is imprisonment for not more than 30 years and/or a fine of not more than \$10,000, or both.

(3) Third Degree Sexual Assault – 940.225(3)

Whoever has sexual intercourse with a person without the consent of that person is guilty of a Class G felony. Whoever has sexual contact in the manner described in sub. (5)(b)2. or 3. With a person without the consent of that person is guilty of a Class G felony.

Penalty for third degree sexual assault is imprisonment for not more than 10 years and/or a fine of not more than \$10,000.

(4) FOURTH DEGREE SEXUAL ASSAULT – 940.225(3m)

Except as provided in sub. (3), whoever has sexual contact with a person without the consent of that person is guilty of a Class A misdemeanor.

Penalty for fourth degree sexual assault is imprisonment for not more than nine months in the county jail and/or a fine of not more than \$10,000.

Consent

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. Minors, persons suffering from mental illness or defect, and sleeping or unconscious persons are presumed unable to give consent. Failure to resist does not indicate consent. – Section 940.225 (4).

Dating Relationship

A romantic or intimate social relationship between two adult individuals but "dating relationship" does not include a casual relationship or an ordinary fraternization between two individuals in a business or social context. A court shall determine if a dating relationship existed by considering the length of the relationship, the type of the relationship, and the frequency of the interaction between the adult individuals involved in the relationship.

Domestic Abuse

Any of the following engaged in by an adult family member or adult household member against another adult family member or adult household member, by an adult caregiver against an adult who is under the caregiver's care, by an adult against his or her adult former spouse, by an adult against an adult with whom the individual has or had a dating relationship, or by an adult against an adult with whom the person has a child in common:

1. Intentional infliction of physical pain, physical injury or illness.
2. Intentional impairment of physical condition.
3. A violation of s. 940.225 (1), (2), or (3).
4. A violation of s. 943.01, involving property that belongs to the individual.
5. A threat to engage in the conduct under subd. 1., 2., 3., or 4.

Stalking

"Course of conduct" means a series of two or more acts carried out over time, however short or long, that show a continuity of purpose, including any of the following:

1. Maintaining a visual or physical proximity to the victim.
2. Approaching or confronting the victim.
3. Appearing at the victim's workplace or contacting the victim's employer or coworkers.
4. Appearing at the victim's home or contacting the victim's neighbors.
5. Entering property owned, leased, or occupied by the victim.
6. Contacting the victim by telephone or causing the victim's telephone or any other person's telephone to ring repeatedly or continuously, regardless of whether a conversation ensues.
- 6m. Photographing, videotaping, audiotaping, or, through any other electronic means, monitoring or recording the activities of the victim. This subdivision applies regardless of where the act occurs.
7. Sending material by any means to the victim or, for the purpose of obtaining information about, disseminating information about, or communicating with the victim, to a member of the victim's family or household or an employer, coworker, or friend of the victim.
8. Placing an object on or delivering an object to property owned, leased, or occupied by the victim.
9. Delivering an object to a member of the victim's family or household or an employer, coworker, or friend of the victim or placing an object on, or delivering an object to, property owned, leased, or occupied by such a person with the intent that the object be delivered to the victim.
10. Causing a person to engage in any of the acts described in subds. 1. to 9.

Illegal Weapons Possession and Substance Law Violations

In addition to disclosing statistics for the aforementioned offenses, the Clery Act requires institutions to disclose both the number of arrest and the number of people referred for disciplinary action for the following violations:

- Drug Law Violations

The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. This also includes the unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. The relevant substances include: opium or cocaine and their derivatives (morphine, heroine, codeine), marijuana, synthetic narcotics (manufactured narcotics which can cause true addiction – Demerol, methadone), and dangerous narcotic drugs (barbiturates, Benzadrine).

- Liquor Law Violations

The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of alcoholic beverages, maintaining unlawful drinking places, bootlegging, operating a still, furnishing liquor to a minor or intemperate person, underage possession, using a vehicle for illegal transportation of liquor, drinking on a train or public conveyance, and all attempts to commit any of the aforementioned.

- Weapon Possession Violations

The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or

other deadly weapons. Encompassed in this violation also includes the use of or manufacturing of silencers, furnishing of deadly weapons to minors, aliens possessing deadly weapons, and attempts to commit any of the above.

- Hate Crimes

A hate crime is defined as: *The victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability.*

Along with any of the above offenses occurring as a result of a hate crime, NWTC is responsible for reporting hate crimes as related to:

- Larceny/theft
- Simple assault
- Intimidation
- Damage/vandalism to property
- Any crime involving bodily injury to another

2014-2016 CAMPUS CRIME STATISTICS

The crime statistics for 2014-2016 listed in the chart below have been provided by the police departments in each city in which NWTC has a campus (Green Bay, Marinette, and Sturgeon Bay). This information, which must be provided to current and prospective students who attend the College, is required by Federal Legislation addressing the Student Right-To-Know and Campus Security Act of 1990. The full Annual Campus Security Report can be viewed at: <https://www.nwtc.edu/about-nwtc/departments/safety-security>

2016 Crime Statistics for NWTC					
Category	Green Bay	Marinette	Sturgeon Bay	Regional Learning Centers	Off Campus (Title IX)
Manslaughter	0	0	0	0	n/a
Sex Offenses - Forcible	0	0	0	0	n/a
Sex Offenses – Non-forcible	0	0	0	0	n/a
Robbery	0	0	0	0	n/a
Aggravated Assault	0	0	0	0	n/a
Burglary	0	0	0	0	n/a
Motor Vehicle Theft		0	0	0	n/a
Arson	0	0	0	0	n/a
Liquor-Law Violations	0	0	0	0	n/a
Drug-Abuse Violations	0	0	0	0	n/a
Weapons Possessions	0	0	0	0	n/a
Hate Crimes	0	0	0	0	n/a
Domestic Violence	0	0	0	0	n/a
Dating Violence	0	0	0	0	n/a
Stalking	0	0	0	0	n/a
Theft	5	0	0	1	n/a

2015 Crime Statistics for NWTC					
Category	Green Bay	Marinette	Sturgeon Bay	Regional Learning Centers	Off Campus (Title IX)
Manslaughter	0	0	0	0	0
Sex Offenses - Forcible	0	0	0	0	0
Sex Offenses – Non-forcible	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	0	0	0	0	0

Motor Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0
Liquor-Law Violations	0	0	0	0	0
Drug-Abuse Violations	0	0	0	0	0
Weapons Possessions	0	0	0	0	0
Hate Crimes	0	0	0	0	0
Domestic Violence	1	0	0	0	0
Dating Violence	0	0	0	0	0
Stalking	0	0	0	1	1
Theft	10	1	1	0	0

2014 Crime Statistics for NWTC					
Category	Green Bay	Marinette	Sturgeon Bay	Regional Learning Centers	Off Campus (Title IX)
Manslaughter	0	0	0	0	n/a
Sex Offenses - Forcible	0	0	0	0	n/a
Sex Offenses – Non-forcible	0	0	0	0	n/a
Robbery	0	0	0	0	n/a
Aggravated Assault	0	0	0	0	n/a
Burglary	0	0	0	0	n/a
Motor Vehicle Theft	0	0	0	0	n/a
Arson	0	0	0	0	n/a
Liquor-Law Violations	0	0	0	0	n/a
Drug-Abuse Violations	0	0	0	0	n/a
Weapons Possessions	0	0	0	0	n/a
Hate Crimes	0	0	0	0	n/a
Domestic Violence	1	0	0	0	n/a
Dating Violence	0	0	0	0	n/a
Stalking	0	0	0	0	n/a
Theft	15	0	1	1	n/a

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/>